FOOTBALL
MECHANICS FOR 5 GAME OFFICIALS
2018

Adapted from
NFHS 2016 and 2017 Football Game Officials Manual
MECHANICS COMMITTEE

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This manual is based on the NFHS 2016 and 2017 Football Game Officials Manual. The NCOA mechanics committee has supplemented the manual with additional information and clarifications to better serve the needs of its officials. For any further information on mechanics, please refer to the NFHS Manual.

Every game official should study this manual to completely understand the basics of the mechanics that have been adopted by the NCOA. New sections and major revisions to the NFHS manual are shaded. Additions or changes made by the NCOA mechanics committee are highlighted.
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PREREQUISITES FOR GOOD OFFICIATING

The NFHS Football Rules Code permits competition to be conducted in an equitable, exciting and interesting manner while at the same time specifically prohibiting unnecessary roughness, unfair tactics and unsportsmanlike conduct. If the potential values of game experience are to be attained, it is necessary that the action of the players be in conformity to the rules. Game officials must accept the responsibility of enforcing the letter, as well as the spirit, of the rules promptly and with consistency. In order to do this, game officials must have a complete knowledge and understanding of the rules. Decisions must be made so quickly they come by reflex. The proper way to prepare oneself for making decisions of this nature is through the thorough understanding of the rules and continued study of possible situations which may occur. Basic fundamentals then become second nature and correct interpretations are virtually automatic. To know the rules thoroughly requires constant study. A number of supplementary materials which are designed to help game officials study and become thoroughly competent in the rules have been developed by the NFHS. These include the Football Rules Book, Case Book, Handbook, Simplified and Illustrated Rules, Rules by Topic, Pre-Season Guide and Rules Interpretations, as well as a PowerPoint presentation. In addition, Parts I and II of the Football Rules Examination, along with the Game Official’s Mechanics Examinations, may be used by those responsible for training game officials. State high school associations generally conduct a series of rules interpretation meetings, at which attendance is required for those game officials who are eligible to work games in that state.

While a thorough knowledge of the rules is important, it is not enough to guarantee the competency of a game official. There are other attributes which are equally important. Game officials must possess a combination of these if they are to fulfill their duties adequately. In addition to a complete mastery of the rules, game officials must have a good knowledge of human nature and the ability to control situations as they arise. Football is a game played by physically sound athletes blocking and tackling one another. At times, the emotions of players, coaches and crowds run high, and game officials must control themselves in order to provide necessary leadership. The game officials’ duties and responsibilities are fixed by rules, and this manual is designed to help game officials carry out these duties. However, it cannot tell game officials how to make instant decisions, how to adjust to emergencies, how to show poise and control temper, or how to be courteous and considerate yet firm and decisive. Game officials who are familiar with the mechanics and understand their individual duties find the intangible requirements of good officiating usually follow naturally.

Game officials must have a football sense which supersedes the technical application of the rules so that the game goes smoothly. Game officials are expected to exercise good judgment in applying the rules. There is no magic like hard work, hustle and a sense for being in good position. While officiating is an avocation, it is one which requires dedication. Players who have practiced long hours deserve competent game officials who have a complete understanding of the letter, as well as the spirit and intent of the rules and who administer them consistently and fairly.
Quick and positive decisions are essential. Hesitation or timidity causes a lack of confidence and as a result tends to make everyone uncertain. Game officials must make speedy decisions under pressure and make them in a firm but friendly manner. Decisions must be instantaneous and rulings announced without delay. Self-confidence can be developed and is a necessary attribute. Many decisions will be questioned no matter how they are made, but when the game officials display confidence, the decisions are more readily accepted.

The basic requirement for all sports game officials is courage. When there are infractions, game officials must penalize promptly and consistently. Vigilant administration of the playing rules permits no tolerance for fouls, infractions or violations. This is true regardless of the score or how a call may affect a game official’s future relationship with the school or coach. Regardless of the pressure from fans, coaches or players, game officials must have the courage to call fouls as they occur. They must resist these pressures and intimidations in order to build personal reputations for competence. When game officials accept a game assignment, their responsibility is definite. The protection and welfare of the player is paramount and with this there can be no compromise. Game officials who fail to promptly discharge their responsibility of penalizing for infractions are unqualified to officiate interscholastic contests.

Preventive officiating facilitates the smooth conduct of a game within the rules. The good game official, by actions and/or words, can frequently prevent certain fouls from happening. As a traffic officer at a busy intersection keeps the traffic moving without actual arrests, so does a competent game official keep the game moving, using accepted methods to maintain a safe contest while ensuring competitive fairness. A game official must be able to “draw the line” between preventive officiating and coaching. Telling a coach to “get that player out so I don’t have to throw him out” is dictating playing time to a coach, and has crossed that preventative officiating line. Yet, a well-placed remark with the coach such as “Coach, I could use some help with No. 24” may keep the experienced game official out of trouble.

Other techniques such as the referee discussing with the coaches before the game any unusual plays, particularly if the game officials may be in the way, and checking wraps, shields, pads, etc., always are acceptable. Routine checking of game equipment and counting players on every play are critical to successful officiating. Aiding players lining up following a safety or for other free kicks is also acceptable preventive technique.

Game officials can set the tone for the contest by putting a stop to derogatory comments between players. However, game officials should avoid talking to players while the ball is live or when it is about to become live. Remind captains that it is their responsibility to help stop and prevent problems during a game by directing players to abstain from baiting, taunting or similar practices.

During time-outs, the captains’ attention should be called to the number of time-outs they have remaining, and the referee should be certain both coaches know when they have taken their legal limit of time-outs. Game officials should check each other regarding this matter during every time-out.

Sounding the whistle sharply contributes to a reduction of fouls. Calling to the players saying “that’s all” “that’s enough” or “don’t hit him” after the ball is dead either inbounds or out of bounds frequently will deter a player from making late contact and thereby fouling. When a kick goes out of bounds, all game officials can call to players, “the ball is out of bounds.”
In 2014, the NFHS Football Rules Committee passed rules concerning targeting and contacting defenseless players. Game officials must be alert for such fouls on plays in their primary or secondary areas of coverage. Examples include, but are not limited to: (a) a quarterback moving down the line of scrimmage who has handed or pitched the ball to a teammate, and then makes no attempt to participate further in the play; (b) a kicker who is in the act of kicking the ball, or who has not had a reasonable amount of time to regain his balance after the kick; (c) a passer who is in the act of throwing the ball, or who has not had a reasonable length of time to participate in the play again after releasing the ball; (d) a pass receiver whose concentration is on the ball and the contact by the defender is unrelated to attempting to catch the ball; (e) a pass receiver who has clearly relaxed when he has missed the pass or feels he can no longer catch the pass; (f) a kick returner attempting to catch a kick; (g) a kick receiver who is immediately contacted after touching the ball; (h) a player on the ground; (i) any player who has relaxed once the ball has become dead; (j) a player who receives a blind-side block; (k) a ball carrier already in the grasp of an opponent and whose forward progress has been stopped; and (l) any player who is obviously out of the play. The game official must draw distinction between contact necessary to make a legal block or tackle, and that which targets defenseless players.

**GENERAL REMINDERS**

Communication With other members of the crew is essential. The smooth conduct of the game is dependent upon how well the officiating crew on the field works with the timekeeper and members of the line-to-gain crew. The field-clock operator shall meet, prior to the game, with the game officials so that he/she is completely aware of and understands the signals. The procedures near the end of a period or the game shall be explained at this time. The linesman will meet with the line-to-gain crew prior to the game in order to review proper procedures. These assistant game officials are part of the officiating team. They add to smooth game administration, and they should be treated as an important part of game administration.

The correct use of the game official signals provides the only means for the crew of game officials to communicate with coaches, assistant game officials and fans. This important aspect of officiating is the only means through which decisions can be relayed. The signals, as adopted by the football manual committee, are dignified, informative and meaningful. Poorly executed or unauthorized signals serve only to confuse the situation and impair communication. The manner in which the signal is given determines, at least to a degree, acceptance by players, coaches and fans.
BASIC PHILOSOPHY AND PRINCIPLES

The game officials’ appearance greatly affects the attitude of coaches, players and fans. A sloppily dressed game official will find difficulty in having decisions accepted on the field. The game official who wears the proper uniform, which is neat, will foster proper attitudes from all concerned. The physical condition of a game official is an important part of appearance. Game officials who act in a professional manner, who move quickly from one position to another, and who have stamina to last throughout the game, will have more success than the game official who does not possess these qualities. Officiating is strenuous, exhausting work. In order to meet the challenge, the game official should have a thorough, annual physical examination and be in good physical condition. Adjuncts to good condition are proper rest and care in eating and hydration prior to a game. Game officials should have an athletic appearance. The individual who is out of condition, more often than not, does a poor job of officiating simply because of the inability to cover the play. The appearance of this type of game official on the field detracts from the coaches’ and players’ confidence in the officiating team.

The game official uniform:

1. Black-and-white vertically striped, long or short-sleeved knit shirt shall be worn. The shirts shall have 2¼-inch stripes, a black knit cuff and Byron collar. All game officials, in a given game, are to wear the same type shirt.
2. Full-length, lined black pants with a single 1¼ inch white stripe down each leg.
3. When these black pants are worn, the game official must wear black socks.
4. Black football shoes with black laces are required. Shoes should be shined before each game.
5. Black baseball-style cap with white piping is required. For the purpose of identification, the referee shall wear a solid, white baseball-style cap.
6. A black leather belt 1¼ to 2 inches wide with a plain buckle shall be worn.
7. By state association adoption, a black-and-white vertically striped jacket when worn during the game.
8. Black officiating shorts (5-inch inseam) may be worn in place of the pants if entire crew wears shorts. If the shorts have loops, a black belt as described above is required. All game officials, in a given game, are to wear the same type shorts.
9. The uniforms should fit properly and be clean and neat.

All game officials must have the proper equipment; essentials are a whistle, penalty marker, blue or white bean bag (all members of the crew should use the same color) to mark non-penalty spots (Back judge shall carry two different colored bean bags; one for marking the end of the kick and one for marking first touching), game card, pencil and rubber bands or some device to keep track of the down number. The penalty marker shall be a light gold flag (15 inches x 15 inches) with a middle pouch weighted with sand or beans, etc. The linesman shall furnish a clipping device for use in measuring first downs. Use of a second clip is recommended.

Use of any replay or television monitoring equipment in making any decision related to the game is prohibited.
BASIC PHILOSOPHY AND PRINCIPLES

PREGAME RESPONSIBILITIES

Game officials should arrive at the site of the game at least 1½ hours before the scheduled game time. Lateness in arrival is intolerable in officiating. Game officials should report directly to the game management, thereby assuring them that the game officials are present.

A pregame conference conducted by the referee shall be held before each game. The line judge (four person)/back judge (five person) will have the correct time and all game officials will synchronize their watches accordingly. The pregame conference should follow a set outline to be most effective.

PREGAME CONFERENCE:

I. CREW ASSIGNMENTS
   A. Referee:
      1. Visit each head coach, starting with the home team, give coaches list of game officials and notify them of the length of intermission.
      2. Ask head coach to verbally verify in presence of umpire, that all players are legally equipped and in compliance with NFHS rules and that good sportsmanship is expected to be exhibited throughout the game.
      3. Check with each head coach for any unusual plays or formations, including any that require prior notification.
      4. Secure name of coaching staff personnel who will be responsible for sideline control of team members and report this information to all game officials.
      5. Secure name of coaching staff personnel designated to call time-outs if other than the head coach or in absence of head coach.
   B. Umpire:
      1. Accompany referee as he/she visits with each head coach, examine and rule on any player equipment about which the coach has a question of legality.
      2. Review any appropriate documentation for equipment and pads.
   C. Head Linesman: Check line-to-gain equipment and meet crew.
   D. Line Judge:
      1. Secure game balls for referee’s approval and meet with ball persons.
   E. Back Judge:
      1. Be responsible for all timing situations, including 25-second count, time-outs, quarter change and the time between a score and the succeeding kickoff.
      2. Review starting time and be sure an auxiliary stopwatch, which records accumulated time, is available. (Responsibility of the line judge in four-game official crew)

II. REVIEW COIN-TOSS MECHANICS

III. DISCUSS FREE KICKS REVIEWING POSITIONS AND RESPONSIBILITIES

IV. REVIEW COVERAGE DURING SCRIMMAGE PLAYS
   A. Running plays, positions and coverage.
   B. Forward passes, eligibility of receivers and interference.
   C. Illegal forward passes.
   D. The umpire is responsible for checking numbering requirements.
V. REVIEW POSITIONS AND COVERAGE DURING SCRIMMAGE KICKS
   A. First touching by K.
   B. Fair-catch situations.
   C. Kick out of bounds.
   D. Kick-catching interference.
   E. Numbering requirements.
   F. PSK foul implications

VI. REVIEW “MOMENTUM” RULE AS IT APPLIES INSIDE THE 5-YARD LINE ON KICKS,
    INTERCEPTIONS AND RECOVERIES

VII. POSITIONS FOR GOAL-LINE PLAY AND TRY

VIII. REVIEW
   A. Substitution rule.
   B. Starting and stopping clock.
   C. Procedures during measurement.
   D. Duties during time-outs and intermission between periods.
   E. Penalizing personal and unsportsmanlike fouls.
   F. Penalty administration.
   G. Extending a period.
   H. Overtime procedure, if applicable.

IX. GAME OFFICIALS DUTIES AND CREW RESPONSIBILITIES FOLLOWING PREGAME
    CONFERENCE
   A. All Game Officials:
      1. Enter field together at least 30 minutes before game time or at an earlier time if
         required by the state association.
      2. Perform duties in business-like manner.
      3. Performance and tempo sets tone for way in which game will be officiated.
      4. Inspect playing field and pylons.
   B. Referee:
      1. Coordinate the inspection of playing field and pylons.
      2. Direct game management to remove or repair any hazards on or near field.
      3. Approve clock operator, either scoreboard or sideline.
      4. Review signals for starting or stopping clock with operator and with public-
         address announcer.
      5. Inform coaches of starting time and where time will be kept.
      6. Inform visiting coach of any change in halftime intermission or if it has been
         extended (a maximum of five minutes).
      7. Keep official score.
      8. Instruct clock operator to time intermission. On your signal set at 15 or 20
         minutes and start it when teams have left field and allow to elapse completely.
         Then immediately reset three minutes and time warm-ups.
      9. Secure and approve game ball-use assigned ball person if two balls will be used.
10. Inform appropriate game official to instruct ball person to hold ball not in use moving up and down sideline(s). When ball is dead following change of possession, hand it to nearest game official. Ball person should not hand new ball until instructed.

C. Umpire:
   1. Check player equipment when requested by head coach.
   2. You are the final authority on legality of equipment.
   3. Do not permit use of any illegal equipment.

D. Head Linesman:
   1. Secure and check the line-to-gain and down marker indicators, plus all auxiliary equipment. Ensure that the line-to-gain equipment is marked at halfway point with tape. This can help on penalties measured from the previous spot or spot fouls to determine if first down after enforcement.
   2. Check whether home management has distinctive vests or jackets for the crew.
   3. Remind crew of their duties, responsibilities, and that they are game officials, not fans.
   4. Instruct crew that you will use your heel to mark at sideline where rear indicator is to be placed for every first down.
   5. Instruct crew to clip chain, then move chain 2 yards off sideline.
   6. Work on side nearest line-to-gain indicator, which is opposite press box, if there is one.
   7. Ask home management to specify side if there is no press box.
   8. Provide down-marker operator with a bean bag for first-and-goal situations when the line-to-gain equipment has been removed.

E. Line Judge:
   1. Carry an accurate watch that has correct time when in a four-person crew.
   2. Other game officials synchronize their watches with yours.
   3. Check starting time and assist in getting game started on time.
   4. When there is no field clock, time game in four-person crew.
   5. Take care of game ball after referee has approved.

F. Back Judge:
   1. Responsible for securing correct time and carrying an accurate watch.
   2. Assist with securing sidelines.
   3. When there is no field clock, time game.

X. AUXILIARY GAME OFFICIALS RESPONSIBILITIES
The NFHS has developed “Instructions for Clock Operators” and “Line-to-Gain Crews,” which are available to schools through the state association offices and the NFHS.

A. Field-Clock Operator/25-Second Clock Operator:
   1. The clock operator(s) should report to the game officials at the stadium at least 30 minutes before game time.
   2. The field-clock operator and the 25-second clock operator shall meet prior to game time with the game officials to review the signals and then check the operation of the scoreboard and 25-second clocks.
BASIC PHILOSOPHY AND PRINCIPLES

B. Line-To-Gain Crew:

1. In this publication, reference to line-to-gain indicator will be for the traditional two rods and 10-yard chain unless otherwise indicated.

The game management is required to make available a competent crew to operate the line-to-gain indicator, whether it be the traditional rods and chain or some other measuring device, and provide each member with distinctive vests or jackets so that they will be readily recognizable. Ideally, these individuals will be adults; however, students may be used. A competent crew is one trained in its responsibilities and capable of discharging the various duties. The crew must be alert, agile, and responsive to the leadership and direction of the head linesman. The line-to-gain indicator shall be removed from the sideline when the line-to-gain is the goal line.

The line-to-gain crew serves as assistant officials and is partly responsible for promoting the smooth operation of the game. Because the crew is serving in official capacities, it must be reminded it has forfeited rights and privileges as fans and shall refrain from making remarks or acting in a partisan manner. It is not required, nor is it necessary for a representative of the visiting team to serve as a member of the line-to-gain crew. This often detracts from efficiency. If a member of the line-to-gain crew has a reputation of incompetency or of being a distracting influence, the referee is authorized to replace such an incompetent crew member.

The home management is expected to provide a line-to-gain crew which will be businesslike and impartial in discharging its responsibilities. Any individual member who cannot comply must be removed. There should be nothing to detract from the efficiency of game administration. While serving on the line-to-gain crew, the crew should refrain from using items that would distract them from their responsibility (i.e., using electronic devices). Those on each end of the line-to-gain equipment must keep it stretched tightly and not move it until instructed to do so by the head linesman.

A distinctive marker shall be used to mark the intersection of the yard lines with the line-to-gain indicator in order to maintain its location. The assignment of an additional person to perform this task is recommended, where possible. The down marker operator must remain outside and 2 yards from the sideline and check with the head linesman following each down in order to display the proper number. This person is not to change the number of the down or move the down marker indicator until instructed to do so by the head linesman. When the head linesman signals the crew to change positions following a change of possession or a first down, the down marker indicator will be placed at the foremost point of the ball first, and the rear rod placed in an adjacent position. Whenever there is a request for a measurement, the down marker indicator will be placed at the spot of the front rod with the previous down indicated. If a ball person is not available, the down marker operator is responsible for retrieving the ball following a kick try. If there is a dispute regarding the number of the down, the referee shall determine the official down number after consultation with the other game officials.
There are certain mechanics which become essential for game officials to observe following a first down and before the line-to-gain and down marker indicator are moved back from the sideline. It is imperative for game officials to fasten a “clip” on the line-to-gain equipment at the back edge of the yard line closest to the rear line-to-gain rod. This will give the game official an accurate point of reference should a measurement for a first down be required.

Whenever play action comes near the line-to-gain crew members, they should be ready to drop their indicators so players do not run into them.

Auxiliary indicator(s), which are unofficial line-to-gain indicators, may be positioned off the sidelines on both sides of the field. Whether such auxiliary indicator is to be used is a decision to be made by the home-game management. Such use is optional. When used, they should be of the type which lie flat on the ground and made of materials that pose no danger to players. An unofficial auxiliary down marker indicator may be used on the sideline opposite the official line-to-gain and down marker indicators. The person operating this auxiliary down marker indicator is considered to be a member of the crew and has the same restrictions as discussed in the foregoing paragraphs. The line judge will assist in placing the auxiliary down marker indicator.

THE COIN TOSS
(May be held off field if both coaches agree)

I. REFEREE
   A. Pregame coin toss:
      1. If coin toss is held off field, results may be simulated at center of field three minutes prior to start of game or as directed by state association (see Rule 3-2-1).
      2. About five minutes (or as directed by state association) before game time, escort to center of field captain(s) of team whose team box is on side opposite line-to-gain indicator. The actual coin toss should be at the three-minute mark.
      3. Have captains face each other with their backs to sidelines.
      4. After umpire introduces captain(s), introduce captain(s) to each other and give them instructions, including emphasis on sportsmanship.
      5. In the presence of the umpire:
         a. Instruct visiting captain to give “heads” or “tails” choice before the coin toss.
         b. Inform captains if coin is not caught, you will toss again.
         c. After making toss and determining winner, place hand on captain’s shoulder and have captain choose one of following options:
            (1) Kick or receive.
            (2) Defend a goal.
            (3) Defer choice to second half.
         d. If winner chooses not to defer and makes a choice, give opposing captain choice of remaining options.
         e. If winner of toss defers, step toward press box and give toss option-deferred signal (S #10) twice.
f. Opposing captain then given choice of options followed by deferring
captain’s choice of remaining option.
6. Place captains in position facing each other with backs toward goal they will
defend.
7. While facing in same direction as the first choosing captain, signal choice in this
manner:
   a. Swing leg simulating kick.
   b. Make catching motion simulating receiving.
   c. If first choosing captain elected to defend a goal, point with both arms
      extended toward that goal line, then move to other captains and give
      appropriate signal for choice of other captain.
8. Dismiss captains.
B. Second-half choices:
   1. The game official escorting the team with the second-half choice obtains from
      that team’s head coach its second-half choice and communicates same to the
      referee.
   2. The referee then obtains the opposing team’s response to the second-half
      choice team’s choice from the game official escorting that team.
   3. Following the mandatory three-minute warm-up period after the halftime
      intermission expires, both teams assume their respective free-kick formations.
II. UMPIRE
A. Pregame:
   1. About five minutes (or as directed by state association) before game time, escort
to center of field the captain(s) of team whose team box is on side where line-to-
gain indicator is located.
   2. After introducing captains to referee, remain with referee to listen to
      instructions and record toss options.
III. HEAD LINESMAN, LINE JUDGE AND BACK JUDGE
A. Pregame:
   1. Head linesman gives instruction to line-to-gain crew.
   2. Head linesman (four person)/ back judge (five person) and line judge remain at
      hash marks to observe team members not involved in toss and who shall not be
      on the field of play.
   3. Head Linesman (four person)/ back judge (five person) and line judge bring an
      approved game ball from each team to the coin toss.
   4. Back judge observes team on head linesman’s side while head linesman
      completes instructions to line-to-gain crew.
IV. ALL GAME OFFICIALS
A. Pregame:
   1. At conclusion of the coin-toss procedures and after the captains have been
      dismissed, move together for final instructions from referee.
   2. Record which team has first choice for second half.
   3. At referee’s signal, hustle to kickoff positions. Head linesman, umpire and
      judge(s) clear sidelines before going to kickoff position.
B. Second-half choices:
   1. The game official escorting the team with the second-half choice obtains from that team’s head coach its second-half choice and communicates same to the referee.
   2. The referee then obtains the opposing team’s response to the second-half team’s choice from the game official escorting that team.
   3. Hustle to kickoff positions. Head linesman, umpire and judge(s) clear sidelines before going to kickoff position.
   4. Following the mandatory three-minute warm-up period after the halftime intermission expires, both teams assume their respective free-kick formations.

SOUNDING WHISTLE

I. GAME OFFICIAL COVERING RUNNER
   A. Find ball before sounding whistle.
   B. When ball becomes dead, sound whistle quickly and loudly.
   C. Move in quickly to be certain all action stops on whistle.

II. ALL GAME OFFICIALS
   A. Player safety is first responsibility.
   B. Find ball before sounding whistle.
   C. Actually see ball in possession of runner who is down or forward progress stopped—this prevents early whistle.
   D. When sounding whistle, do it quickly and loudly.
   E. Be alert and in position to keep ball in view.
   F. Be ready to assist covering official after whistle has sounded.
   G. Use bean bag to mark spot of end of the run if whistle is sounded inadvertently.
   H. Inadvertent whistle:
      1. Ball becomes dead immediately.
      2. Location at which ball will be put in play and number of next down determined by location and status of ball when whistle was sounded.

STOPPING, STARTING, AND WINDING THE CLOCK

I. STOPPING CLOCK
   A. Stop clock (S #3) twice when:
      1. The down ends following a foul.
      2. An official’s time-out is taken.
      3. A charged or TV/radio time-out is granted.
      4. The period ends.
      5. The ball is out of bounds.
      6. A fair catch is made or awarded.
      7. An obvious first down has occurred.
B. Official's time-out – requires clock be stopped when ball becomes dead. Stop Clock (S #3) twice, followed by tapping hands on chest twice:
   1. For measurement of possible first down.
   2. Before first down is declared. (Tapping hands on chest not required)
   3. Following change of team possession. (Tapping hands on chest not required)
   4. When captains and coaches are notified of time remaining.
   5. For player who appears injured.
   6. For player in need of equipment repair.
   7. To dry or change ball.
   8. For unusual heat or humidity which may create a health risk to players.
   9. When coach-referee conference concerning misapplication of a rule results in referee altering ruling.
  10. After a foul to administer the penalty. (Tapping hands on chest not required)
  11. For unusual delays in getting ball ready for play.
  13. One minute between periods and following a try, successful field goal or safety.

C. Other reasons:
   1. As provided by rule.
   2. Team attempts to consume time.
   3. Covering official determines ball reaches line-to-gain. (Tapping hands on chest not required)

II. STARTING CLOCK
   A. On ready-for-play signal (S #1) followed by (S #2) – two different signals – if clock was stopped:
      1. For an official’s time-out other than a new series for Team B or a new series following a legal kick.
      2. For dead ball after foul if:
         a. There was no charged time-out during dead-ball interval.
         b. The down is not extension of period or try.
         c. There was no abuse of timing rule, or a delay-of-game penalty.
         d. Action that caused down to end did not also cause clock to stop.
      3. Because of an inadvertent whistle.
   B. On snap – if clock stopped other than listed under Nos. 1, 2, and 3. If clock starts on snap, no visible signal to start clock is given.
   C. On free kick – when ball is touched other than first touching by K, covering official signals clock to start (S #2) twice.
   D. If signal to stop clock (S #3) is erroneously given, restart immediately (S #2) upon discovery of error.

III. WINDING CLOCK
   A. If ball becomes dead inbounds near sideline (within 2 yards) behind the line-to-gain:
      1. Covering official shall use normal coverage.
      2. After determining ball is dead, give the start-clock signal (S #2) twice.
   B. If ball becomes dead near sideline and first down is gained:
      1. Covering official shall use normal coverage.
2. After determining ball is dead, stop the clock with the time-out signal (S #3) twice.

**SHORTENING PERIODS**

I. **PROCEDURES**
   A. If procedures have been adopted by state associations, referee confers with opposing coaches to confirm the decision and provide any necessary instructions.
   B. Referee notifies all other game officials when period-shortening procedures are in effect.
   C. Referee holds the ball up to indicate the end of the shortened period.

**USE OF THE PENALTY MARKER**

I. **ALL GAME OFFICIALS**
   A. Penalty marker should be tucked out of sight.
   B. The penalty marker shall be used to mark the appropriate yard line on which a game official has observed an infraction.
   C. Discretion, officiating position and game situation should determine whether the marker is dropped or tossed following an infraction. However, as a general rule, throw the penalty marker in the air on a dead ball foul and throw the penalty marker out to a location or spot on a live ball foul.

**USE OF THE MICROPHONE**

I. **REFEREE**
   A. The referee’s use of a field microphone adds another dimension to communication – a positive dimension when used properly. The microphone should be used to explain penalties and unusual situations. The referee should have the option to use or not use a field microphone. The referee should have control (on/off switch) of the microphone. If used, the microphone should be tested prior to the start of the contest and the following guidelines should be followed:
      1. Signals are still necessary, starting with a preliminary signal (no microphone) and then (after the penalty is accepted or declined) the final signal in conjunction with the use of the microphone.
      2. Normal voice quality – no shouting (realize that there often is a delay between speaking and hearing what was said over the loud speakers).
      4. The number of the player who committed the foul may be announced.
      5. Turn microphone off so other comments are not broadcast.

**USE OF THE BEAN BAG**

I. **ALL GAME OFFICIALS**
   A. The bean bag is to be dropped on the appropriate yard line in accordance with the situations calling for such action in this manual.
B. The bean bag is to serve as an aid to enforcement and not an absolute reference point.

DECLARING BALL READY-FOR-PLAY

I. REFEREE
   A. After ball is spotted:
      1. Move to a position that is visible to clock operator.
      2. Check that crew is ready and in position to officiate.
      3. Announce down (finger(s) or fist for fourth), sound whistle, give ready-for-play signal (S #1), starting the 25-second count, start clock if necessary (S #2) twice and move to final position to observe snap.
      4. Three to five seconds should be maximum to mark ball ready-for-play.
      5. Umpire stand over ball until referee marks the ball ready for play.
   B. Quick snap possible:
      1. Referee same as above except referee should release umpire off the ball just prior to marking the ball ready-for-play.
      2. Umpire stand over ball until referee signals him/her to move.

II. ALL GAME OFFICIALS
   A. Hustle to proper positions.
   B. Teamwork is essential to prevent delay.
   C. Establish and maintain the same tempo throughout the game.

AFTER A SCORE OR TRY – PRIOR TO FREE KICK

I. REFEREE
   A. At 45 seconds, if teams are not in position to play, signal umpire, head linesman and line judge, by pointing directly at them to give their teams 15-second warning.
   B. Count R players.
   C. Pick up ready signs from crew when they are in free-kick positions.
   D. At end of 60-second interval, promptly give ready-for-play signal with sharp blast of whistle.
   E. Penalize for delay of game if ball not kicked within 25 seconds after ready.
   F. On scoring plays involving a penalty by the opponent of scoring team, use the following procedure:
      1. Give preliminary penalty signal and indicate offending team.
      2. Obtain captain’s choice.
      3. Give penalty signal, and indicate offending team. If penalty is accepted, indicate score counts and if penalty will be enforced on the subsequent kickoff, indicate by pointing to midfield. (back judge will give final signal prior to stepping off penalty and prior to the subsequent kickoff).

II. UMPIRE
   A. Move up own sideline to prevent illegal conferences and clear sidelines.
B. Be alert for signal from referee (pointing directly toward you) to give your team 15-second warning; go to team huddle and say: “Coach, ball will be marked ready-for-play in 15 seconds.”
C. Count R players.
D. Be sure sideline is clear before giving ready sign to referee.

III. HEAD LINESMAN
A. Move up own sideline to clear for play.
B. Check line-to-gain crew for questions and positions.
C. Be alert for signal from referee (pointing directly toward you) to give your team 15-second warning; go to team huddle and say: “Coach, ball will be marked ready-for-play in 15 seconds.”
D. Count R players.
E. Be sure sideline is clear before giving ready sign to referee.

IV. LINE JUDGE
A. Move up own sideline to clear for play.
B. Be alert for signal from referee (pointing directly toward you) to give your team 15-second warning; go to team huddle and say: “Coach, ball will be marked ready-for-play in 15 seconds.” Proceed to 9-yard marks.
C. While at 9-yard marks, count K players and identify the free-kick line for the receiving team.
D. Assume final position by moving to sideline at same time as head linesman.
E. Be sure sideline is clear before giving ready sign to referee.

V. BACK JUDGE
A. Start 60-second count for subsequent kickoff as players and game officials move out to their positions. Ball person should leave the ball behind the goal post and back judge should carry ball up the sideline.
B. At 45-second mark, if teams are not in position to play, notify referee who in turn will signal head linesman and line judge to give 15-second warning to their teams.
C. Obtain ball.
D. Count K players, point out referee to kicker, and instruct kicker to wait for referee to give ready-for-play signal before kicking.
E. If kicker will not accept ball:
   1. Place ball at free-kick spot.
   2. Assume final position.

VI. ALL GAME OFFICIALS
A. Observe action.
B. Prevent unnecessary delays when possible.
C. Encourage both teams to take free-kick positions quickly.
D. Hustle to free-kick position by jogging first to the sideline and then proceeding up the sideline.
E. Fill out game cards upon reaching free kick position.
CORRECTING OBVIOUS ERRORS IN TIMING

I. REQUISITES FOR CORRECTING TIMING ERRORS
   A. Must be readily evident and have resulted in acknowledged discrepancy.
   B. Must not involve judgment, but from failure, either human or mechanical, to correctly administer timing rule.

II. REFEREE
   A. Authorized to correct obvious error in timing if discovered prior to second live ball following error unless period officially has ended.
   B. Must be able to reasonably determine interval of time involved when putting time on or taking time off clock. May consult operator.

III. ALL GAME OFFICIALS
   A. Note time on clock in dead-ball intervals when clock is stopped.
   B. Monitor closely if problems arise with the operation of the clock.
   C. Assist referee as much as possible.

COACH-REFEREE CONFERENCE

I. PURPOSE
   A. Allows review of possible misapplication or misinterpretation of rules by game officials.
   B. Allows corrects when error has been made.

II. PROCEDURES
   A. Request for conference must be made prior to ball becoming live following the play which is to be reviewed unless period has officially ended.
   B. Coach directs player to request time-out to confer with referee regarding possible misapplication of a rule.
   C. Time-out granted-charged to requesting team.
   D. Referee (accompanied by head linesman/line judge) and coach confer at sideline directly in front of team box in the field of play.
   E. Rule determined to have been applied correctly:
      1. Time-out remains charged to team.
      2. Foul for delay of game if permissible time-outs have been used.
   F. Rule determined to have been applied incorrectly:
      1. Correction made immediately.
      2. Time-out previously charged to team becomes an official’s time-out.
      3. Referee will review and explain situation to opposing coach before continuing game.

COACH-DISQUALIFICATION PROCEDURE

I. REFEREE
   A. Provide coach with reason (accompanied by head linesman or line judge).
   B. Require coach to vacate stadium area.
      1. If coach does not vacate:
         a. Inform noncompliance could lead to forfeiture.
b. Locate local administration for assistance.
2. Do not continue contest until coach vacates stadium area.
3. Forfeit contest if necessary.
C. Comply with all state association reporting requirements.

II. OTHER GAME OFFICIALS
A. Line judge or head linesman accompany referee to sideline.
B. Assist referee if necessary.
C. Observe all players.
D. Notify opposing coach of disqualification.

III. REMINDER
A. Imperative coach be notified by referee or calling game official of all unsportsmanlike fouls against him/her, such as:
   1. Improper conduct toward a game official.
   2. A player not wearing required equipment.
   3. More than three coaches in 2-yard area between sideline and team-box area prior to ball becoming live.
   4. Having anyone in the restricted area when the ball is live.
B. Mandatory that any coach receiving two unsportsmanlike fouls carrying 15-yard penalties, vacate stadium area.
C. If severe enough, can be disqualified on first foul.

CONTROLLING THE SIDELINE AND TEAM BOX

I. ALL GAME OFFICIALS
A. Consistently administer and enforce team-box and coaches’ area restrictions.
B. Be firm and professional, ensuring that restrictions are enforced so that all game officials have enough room to work.

II. FIRST VIOLATION BY TEAM
A. Results in sideline warning.
B. Covering official sound whistle, drop penalty marker, give proper signal, then report infraction to referee.
C. Referee will give proper signal and indicate offending sideline.
D. Covering official echo signal (S #15) while verbally informing coach of warning. Communication also should include reminder of distance penalties for further violations.
E. All game officials record time and period warning is given.

III. SECOND AND SUBSEQUENT VIOLATIONS BY TEAM
A. Covering official will drop penalty marker, sound whistle, report infraction to referee.
B. Referee will give approved signals and umpire will assess distance penalty.
C. Covering official will verbally inform and remind coach that each subsequent offense will result in 15-yard penalty.
D. All game officials record time and period penalty is assessed.
CONTROLLING TEAM PERSONNEL ALTERCATIONS

I. ALL GAME OFFICIALS
   A. If altercation is in your area, attempt to stop initial confrontation.
   B. If unable to stop altercation, step back and record the uniform number of each player involved and other team personnel.

II. HEAD LINESMAN AND LINE JUDGE
   A. Alert coach on your side to keep all team personnel off the playing area.
   B. Record uniform number of any substitute who enters the playing area during an altercation.

END-OF-GAME AND OVERTIME PROCEDURE

I. ALL GAME OFFICIALS
   A. Regulation game:
      1. Referee—Indicate end of fourth period (S #14).
      2. Leave field together immediately.
      3. Neither avoid nor seek coaches.
      4. Do not discuss game on field or make any public statement about game to news media.
      5. Report any flagrant irregularity or disqualification(s) to state association office when applicable.
      6. If your state association has additional penalty for fighting, follow reporting procedure.

   B. Overtime, 10-yard line procedure:
      1. Hold coin toss at center of field, using general coin-toss mechanics.
      2. Toss winner shall choose whether to be on offense or defense or choose the end of field at which ball will be put in play.
      3. To start each new series, team may designate location of ball between hash marks.
      4. Referee will indicate winner of toss by placing a hand on his/her shoulder.
         a. Then position offensive captain facing goal towards which ball will be advanced with defensive captain facing his/her opponent.
         b. Give first-down signal (S #8) toward opponent’s goal being used.
BASIC PHILOSOPHY AND PRINCIPLES

RECOMMENDED CREW COMMUNICATION SIGNALS

PlayPic®

Double stakes 11 players Snapper protection Unbalanced line

Indicates that more than ten yards to go before first down, to prevent accidental stopping of clock.

Fist extended straight out with elbow not bent and the thumb up in fist, indication of 11 players in game when counting complete.

Indicates to each other (R and U) that this play requires protection for snapper in accordance with rules.

Hand on cheek, indicating unbalanced line to trigger all to look for ineligibles and umpire to check numbering. Also used for indicating two or more players or no players outside the tackle on the line of scrimmage.

PlayPic®

Last play was out of bounds Backward pass More than 11 players Less than 11 players

Start clock on snap.

Given by R unless immediately thrown after snap in which case wing has crew option to signal. NO signal if forward. Also, same signal by wing officials to indicate player nearest wing official is off the line of scrimmage.

Fist extended straight out with elbow not bent and index finger extended, rotating fist at the wrist, indication of more than 11 players in game when counting complete.

Open hand extended straight out with elbow not bent and all fingers extended, indication of less than 11 players in game when counting complete.

PlayPics courtesy of REFEREE (www.referee.com).
I. REFEREE
   A. Before kick:
      1. Position: R’s goal yard line on the head linesman’s side between the center of the field and hash marks.
      2. Count R players.
      3. Check positions of other game officials.
      4. After ready signs have been received from other game officials, declare the ball ready for play and sound whistle.
   B. After kick:
      1. Responsible for legality of blocks by team R blockers in the immediate vicinity of the runner (wedge).
      2. Kick down the middle:
         a. Signal clock to start (S #2) when kick is touched other than first touching by K.
         b. Pick up runner and follow until releasing to covering official.
      3. Deep kick:
KICKOFF

a. While standing on goal line, rule on touchback.
b. If kick is caught inside 5-yard line and player is downed in end zone, or ball goes out of bounds there, rule on whether player’s momentum took him/her into end zone and mark spot of catch with bean bag.

4. Kick outside opposite hash mark:
   a. Move cautiously with play.
   b. Observe action of other players in vicinity of runner.
   c. Serve as clean-up behind, to side of, and around runner.

5. Mark out-of-bounds spot if kick goes out-of-bounds in your area:
   a. Drop penalty marker if untouched inbounds by R.

II. UMPIRE
   A. Before kick:
      1. Be certain coaches, players, substitutions and other individuals are in proper locations.
      3. Count R players.
      4. Hold arm above head to indicate you are ready.

   B. After kick:
      1. Responsible for legality of blocks by team R blockers in the immediate vicinity of the runner (wedge).
      2. Kick to your side:
         a. Signal clock to start when kick is legally touched, only if ball is even or upfield from you.
         b. Pick up runner and follow along sideline.
         c. When ball becomes dead, sound whistle and give time-out signal (S #3).
      3. When kickoff goes outside opposite hash mark:
         a. Move cautiously with play along sideline.
         b. Observe action of other players in vicinity of runner.
         c. Serve as clean-up behind, to side of, and around runner.
      4. Maintain position enabling coverage of your sideline at all times.
      5. Mark out-of-bounds spot if kick goes out of bounds in your area:
         a. Drop penalty marker if untouched inbounds by R.

III. HEAD LINESMAN
   A. Before kick:
      1. Be certain coaches, players, substitutes and other individuals are in proper location.
      2. Position: R’s free-kick line, outside the same sideline as the line-to-gain indicator.
      3. Temporarily move to 9-yard marks, then count R players and identify the free-kick line for the receiving team.
      4. Hold arm above head to indicate you are ready.
      5. Watch for any infraction involving R’s free-kick line.

   B. After kick
      1. Be alert for first touching by K, and mark spot with bean bag.
KICKOFF

2. Responsible for legality of blocks on or by the 4 nearest K players.
3. If ball becomes dead in your area, sound whistle and give time-out signal.
4. Mark spot where kick goes out-of-bounds on your side of field:
   a. Drop penalty marker if untouched inbounds by R.
5. After ball has gone downfield, move deliberately along sideline in that direction
   while watching for fouls away from ball. Cover 15 yards down sideline
6. Maintain position enabling coverage of your sideline at all times.
7. Be in position to take over coverage of runner in your area on long return.
8. Observe legality of blocks and action away from the ball when you are not
   covering the runner.
9. Kick to opposite side of field:
   a. Move cautiously with play along sideline.
   b. Observe action of other players in vicinity of runner.

IV. LINE JUDGE
A. Before kick:
   1. Be certain coaches, players, substitutes and other individuals are in proper
      locations.
   2. Position: K’s free-kick line, outside sideline opposite head linesman.
   3. Temporarily move to 9-yard marks, then count K players and identify the free-
      kick line for the kicking team.
   4. Hold arm above head to indicate you are ready.
   5. Watch for any infractions involving K’s free-kick line.
B. After kick:
   1. Be alert for first touching by K – mark spot with bean bag.
   2. Responsible for legality of blocks on or by the 4 nearest K players.
   3. If ball becomes dead in your area, sound whistle and give time-out signal.
   4. Mark spot where kick goes out of bounds on your side of field with penalty
      marker if untouched inbounds by R.
   5. After ball has gone downfield, move deliberately along sideline in that direction
      while watching for fouls away from ball. Cover 15 yards down sideline
   6. Maintain position enabling coverage of your sideline at all times.
   7. Be in position to take over coverage of runner in your area on long return.
   8. Observe legality of blocks and action away from the ball when you are not
      covering the runner.
   9. Kick to opposite side of field:
      a. Move cautiously with play along sideline.
      b. Observe action of other players in vicinity of runner

V. BACK JUDGE
A. Before kick:
   1. Take charge of ball.
   2. Move on field to kicker after checking legality of kicking tee, hand kicker ball,
      point out referee and instruct kicker to wait for referee’s signal before kicking.
      Instruct kicker that all K players must be no more than 5 yards behind the K free-
      kick line and that at least 4 K players must be on each side of the ball at the kick.
If the kicker is not ready place the ball on the ground and proceed to position.

3. Position: On field, at least 5 yards behind K’s free-kick line in position to rule on:
   a. At least four K players on each side of the kicker until the ball is kicked.
   b. No K players, with the exception of the kicker, more than 5 yards behind the kicking team’s free-kick line.
   c. Grounding of kick.

4. Count K players.
5. Hold arm above head to indicate you are ready.
6. If ball falls or blows off tee, sound whistle to prevent action. Move to kicker to give instructions.

7. Responsible for any infractions involving positioning of K players.
8. If there is a foul to be administered on the free-kick, give final signal and administer penalty.

B. After kick:
   1. Be alert for first touching by K—mark spot with bean bag.
   2. Be alert for a kick which does not cross R’s free-kick line.
   3. If there is a penalty for a foul before kick ends requiring rekick, administer penalty and place ball ready.
   4. Responsible for legality of blocks on or by the 3 middle K players in the free kick formation (including the kicker and holder).
      a. Be alert for roughing of the kicker or holder.
   5. After ball has gone downfield, move downfield no more than 10-15 yards while maintaining inside-out coverage. Take responsibility for K’s goal line.
   6. Be in position to take over coverage of runner in your area on long return.
   7. Observe legality of blocks and action away from ball.

VI. ALL GAME OFFICIALS
A. Covering official(s) signal clock to start (S #2) when kick is touched, other than first touching by K.
B. Kick out of bounds between goal lines:
   1. Sound whistle.
   2. Give time-out signal (S #3) twice and mark spot.
   3. Determine if R had touched.
   4. Toss penalty marker if R did not touch the ball.
C. Maintain position on sideline at all times except for referee and back judge.
D. Sound whistle when ball becomes dead in your area and give time-out signal.
E. Carry bean bag in hand.
F. Free kick following safety:
   1. Each game official assumes same relative position and has same duties as on kickoff.
   2. Ball put in play by drop kick, place kick, or punt.
I. REFEREE
   A. Before kick:
      1. Position: Near R’s 10 yard line.
      2. Count R players.
      3. Check positions of other game officials.
      4. After ready signs have been received from other game officials, declare the ball ready for play and sound whistle and verify that at least four K players must be on each side of the kicker until the ball is kicked.
   B. After kick mechanics same as kickoff.
      1. Be alert to assist other game officials.

II. UMPIRE
   A. Before kick:
      1. Be certain coaches, players, substitutions and other individuals are in proper locations.
      2. Position: R’s free-kick line, outside sideline opposite head linesman.
ONSID KICK

3. Count R players.
4. Hold bean bag to mark first touching by K.
5. Hold arm above head to indicate you are ready.

B. After kick:
   1. Kick to your side (when in doubt, kick is to your side):
      a. Signal clock to start when kick is legally touched.
      b. Responsible for first touching by K (mark spot with bean bag), kick which
         does not cross R’s free kick line, and possession of the ball as a result of the
         play.
      c. When ball becomes dead, sound whistle and give time-out signal (S #3).
   2. When kick goes outside opposite hash mark:
      a. Move cautiously off sideline toward the play, as action allows.
      b. Additionally responsible for legality of blocks by R and K.
   3. Mark out-of-bounds spot if kick goes out of bounds in your area:
      a. Drop penalty marker if untouched inbounds by R.

III. HEAD LINESMAN
A. Before kick:
   1. Be certain coaches, players, substitutions and other individuals are in proper
      locations.
   2. Position: R’s free-kick line outside the same sideline as the line-to-gain indicator.
   3. Count R players.
   4. Hold bean bag to mark first touching by K.
   5. Hold arm above head to indicate you are ready.
B. After kick:
   1. Kick to your side (when in doubt, kick is to your side):
      a. Signal clock to start when kick is legally touched.
      b. Responsible for first touching by K (mark spot with bean bag), kick which
         does not cross R’s free kick line, and possession of the ball as a result of the
         play.
      c. When ball becomes dead, sound whistle and give time-out signal (S #3).
   2. When kick goes outside opposite hash mark:
      a. Move cautiously off sideline toward the play, as action allows.
      b. Additionally responsible for legality of blocks by R and K.
   3. Mark out-of-bounds spot if kick goes out of bounds in your area:
      a. Drop penalty marker if untouched inbounds by R.

IV. LINE JUDGE
A. Before kick:
   1. Be certain coaches, players, substitutes and other individuals are in proper
      locations.
   2. Position: K’s free-kick line, outside sideline opposite head linesman.
   3. Count K players.
   4. Hold bean bag to mark first touching by K.
   5. Hold arm above head to indicate you are ready.
   6. Watch for any infractions involving K’s free-kick line.
ONSIDE KICK

B. After kick:
1. Responsible for legality of blocks by R or K.
2. Be alert for first touching by K – mark spot with bean bag.
3. If ball becomes dead in your area, sound whistle and give time-out signal.
4. Mark spot where kick goes out of bounds on your side of field with penalty marker if untouched inbounds by R.

V. BACK JUDGE
A. Before kick:
1. If there is a foul to be administered on the free-kick, give final signal and administer penalty.
2. Take charge of ball.
3. Move on field to kicker after checking legality of kicking tee, hand kicker ball, point out referee and instruct kicker to wait for referee’s signal before kicking. Instruct kicker that all K players must be no more than 5 yards behind the K free-kick line and that at least 4 K players must be on each side of the ball at the kick. If the kicker is not ready, place the ball on the ground and proceed to position.
4. Position: K’s free-kick line outside the same sideline as the line-to-gain indicator.
5. Be certain coaches, players, substitutes and other individuals are in proper locations.
6. Count K players.
7. Hold bean bag to mark first touching by K.
8. Hold arm above head to indicate you are ready.
9. Watch for any infractions involving K’s free-kick line.
10. If ball falls or blows off tee, sound whistle to prevent action. Move to kicker to give instructions.
B. After kick:
1. Responsible for legality of blocks by R or K.
2. Be alert for first touching by K – mark spot with bean bag.
3. If ball becomes dead in your area, sound whistle and give time-out signal.
4. Mark spot where kick goes out of bounds on your side of field with penalty marker if untouched inbounds by R.
5. If there is a penalty for a foul before kick ends requiring rekick, administer penalty and place ball ready.

VI. ALL GAME OFFICIALS
A. Responsible for grounding of the kick and identifying fair catch signals from receivers.
B. Covering official(s) signal clock to start (S #2) when kick is touched, other than first touching by K.
C. Kick out of bounds between goal lines:
1. Sound whistle.
2. Give time-out signal (S #3) twice and mark spot.
3. Determine if R had touched.
4. Toss penalty marker if R did not touch the ball.
ONSIDE KICK

D. Sound whistle when ball becomes dead in your area and give time-out signal.
E. Carry bean bag in hand.
F. After the play, provide all pertinent information to the crew.
G. Free kick following safety:
   1. Each game official assumes same relative position and has same duties as on
      onside kick.
   2. Ball put in play by drop kick, place kick, or punt.
FIELD-GOAL ATTEMPT BY FREE KICK

FIELD-GOAL ATTEMPT BY FREE KICK AFTER A FAIR CATCH OR AWARDED FAIR CATCH

I. POSITIONS
   A. Referee behind upright.
   B. Umpire behind upright; rule on crossbar.
   C. Both game officials determine whether kick is successful.

II. ALL OTHER GAME OFFICIALS MECHANICS SAME AS KICKOFF

III. Set the line-to-gain indicator to establish 10-yard neutral zone.
KEYS AND PRIORITY OF KEYS

The priority of keys to determine initial assignments for each game official is as follows:

A. BACK JUDGE has the first key.
B. LINE JUDGE AND HEAD LINESMAN have the second key.

NOTE: Do not key off of the same player as the game official ahead of you in the priority. The LINE JUDGE or the HEAD LINESMAN will not key off of the same player as the BACK JUDGE. Normally, one wing official will key off of the receiver on the side where the strength is NOT declared, and the other wing official will be keying a strong side back.

III. BALANCED FORMATION: When there are the same number of eligible receivers outside the offensive tackles on each side of the formation, then the back judge will key on the innermost eligible receiver to the line judge's side of the formation. The line judge will then key on the widest eligible receiver or a back in the backfield. The head linesman will key on the eligible/s on his/her side of the formation.

Example 1: Team A sets in a balance formation with two tight ends. The back judge will key on the tight end (the innermost eligible) to the line judge’s side of the formation.

Example 2: Team A has a flanker and tight end on the side of the formation next to the line judge. The back judge will take the tight end and the line judge will take the flanker.

Example 3: Team A has a split end and a slot back on the side of the formation next to the line judge. The back judge will take the slot back and the line judge will take the split end.

In all examples the head linesman takes the eligible/s on his/her side of the formation.

IV. UNBALANCED FORMATION: The strength of the formation is determined by the number of eligible receivers outside of the offensive tackles. The back judge takes the innermost eligible/s to the strength of the formation. The wing to the strong side takes the widest eligible receiver to his/her side or a back in the backfield. The wing opposite the strength of the formation takes the eligible/s on his/her side.
Example 4: Team A has a flanker and a tight end to the head linesman’s side of the formation. On the line judge’s side there is a tight end. The back judge will take the tight end on the head linesman’s side and the head linesman will take the flanker. The line judge will take the eligible/s to his/her side. If Team A sets in trips the back judge will take the two innermost eligible receivers to the strength of the formation. The strong side wing will take the widest eligible receiver. If receivers are stacked the back judge takes the front receiver/s.

V. MOTION: If motion occurs, the strength of the formation is not determined until the snap. Keys may change with motion.

Example 5: Team A sets in a formation with a flanker on the head linesman’s side and the tight end on the line judge’s side. The linesman will take the flanker on his/her side and the back judge will take the end. If the flanker goes in motion, his/her position at the snap will determine if the original keys will change. In this example the flanker gets past the tight end on the line judge’s side at the snap. The back judge then switches his/her key to the line judge’s side and keys on the end. If the flanker is behind the tight end at the snap, then the back judge will key on the tight end and line judge will take the motion man. The wing responsible for watching the motion man for illegal motion retains that responsibility.

BALANCED FORMATION

Balanced formation, if no strength is declared, declare strength to the LINE JUDGE’s side. The BACK JUDGE keys his/her read from the end on the LINE JUDGE’s side, the HEAD LINESMAN is responsible for initial action on or by the end on his/her side. LINE JUDGE would then have the first back out of the back field on his/her side. These would also be the keys on a split backfield.
KEYS AND PRIORITY OF KEYS

STRENGTH TO HL’s SIDE

When the formation is as shown at right, the back shows strength to HEAD LINESMAN’S side. BACK JUDGE has the innermost receiver on the HEAD LINESMAN’s side. LINE JUDGE is responsible for initial action on or by the end on his/her side. HEAD LINESMAN would then have the widest receiver on his/her side.

STRENGTH TO LJ’s SIDE

When the formation is as shown at right, the back shows strength to LINE JUDGE’S side. BACK JUDGE has the innermost receiver on the LINE JUDGE’S side. HEAD LINESMAN is responsible for initial action on or by the end on his/her side. LINE JUDGE would then have the widest receiver on his/her side.

STACKED RECEIVERS

When the formation is as shown at right, the back shows strength to HEAD LINESMAN’S side. BACK JUDGE has the innermost (front) receiver on the HEAD LINESMAN’s side. LINE JUDGE is responsible for initial action on or by the end on his/her side. HEAD LINESMAN would have primary coverage on the back who is on his/her side (that declared the strength) and would then have the first back out of the back field to his/her side.
KEYS AND PRIORITY OF KEYS

TRIPS TO ONE SIDE
(THREE RECEIVERS)

When the formation is as shown at right, showing “trips,” the BACK JUDGE has the two inside receivers. LINE JUDGE is responsible for action on or by the outside eligible receiver. HEAD LINESMAN would have primary coverage on the end who is on his/her side and would then have the first back out of the back field to his/her side.

DOUBLE WING, OR ANY FORMATION WITH TWO RECEIVERS EACH SIDE

When the formation is as shown at right showing the double wing or a four receiver set with two on each side, there is no declared strength, so the BACK JUDGE has the innermost receiver on the LINE JUDGE’s side. HEAD LINESMAN is responsible for action on or by the two eligible receivers on his/her side. LINE JUDGE would have primary coverage on the widest receiver who is on his/her side and look through the tackle and help if the set back becomes involved in the play.

MOTION WHICH CHANGES STRENGTH
(CHANGES KEY)

When the formation is as at right, when Team A sets, strength is declared to the HEAD LINESMAN’S side, and the BACK JUDGE keys the end on the strong side as normal (– – –). However, when the slot back goes in motion and is clearly on the LINE JUDGE’S side of the ball before the ball is snapped, strength has changed as have the keys (· · ·). LINE JUDGE takes the motion back after the snap, HEAD LINESMAN takes the end of his/her side. BACK JUDGE switches keys when the motion back is clearly on the LINE JUDGE’S side of the field at the snap. BACK JUDGE has the end on the LINE JUDGE’S side.
KEYS AND PRIORITY OF KEYS

MOTION WHICH DOES NOT CHANGE STRENGTH (DOES NOT CHANGE KEY)

When the formation is as at right, when Team A sets, strength is declared to the HEAD LINESMAN’S side, and the BACK JUDGE keys the end on the strong side as normal. When the I-back goes in motion, there is no change in strength of the formation, and strength remains on the declared side. LINE JUDGE takes the end of his/her side. BACK JUDGE has the end on the HEAD LINESMAN’S side. HEAD LINESMAN would have primary coverage on the slot back who is on his/her side and would then have the

BALANCED FORMATION (WISHBONE)

If no strength is declared, declare strength to LINE JUDGE’S side. The BACK JUDGE keys his/her read from the end on the LINE JUDGE’S side. HEAD LINESMAN is responsible for initial action on or by the end on his/her side. LINE JUDGE would then have the first back out of the back field on his/her side.

VI. The BACK JUDGE’S assignment is based on the strength of the formation and the number of eligible receivers on one side of the ball; normal assignment is the innermost (front) receiver on the strong side.

VII. When there are trips (triple receivers) on the same side, the BACK JUDGE will work the two inside receivers and the wing official (HEAD LINESMAN OR LINE JUDGE) on that side will work the outside eligible receiver. The wing official on the side where strength is NOT declared has primary key coverage over BOTH of the receivers on his/her side.

VIII. If there is a motion back, the strength may change by the motion back’s location at the snap.
I. REFEREE
   A. After ball is spotted:
      1. Move to a position that is visible to clock operator, approximately 10 yards from
         the line-of-scrimmage and 5 yards wide of the huddle.
         a. On passing arm side of quarterback.
         b. Able to view tackle on far side and backs.
      2. Declare ball ready-for-play by using established procedure.
      3. Check following:
         a. One-second count after huddle or shift.
         b. Number of A players and signal to umpire.
         c. Snap irregularities and movement of lineman.
      4. Be alert for illegal shift or player in motion.
      5. Identify eligible backs
   B. After snap:
      1. Areas of responsibility:
         a. Key tackle on opposite side, unless formation dictates otherwise. If he/she
            blocks aggressively, read run. If he/she pass blocks, read pass.
RUNNING PLAY

b. Ball, runner, action around runner and blocks behind him/her to neutral zone
c. If action is not in direction of original position, move toward or parallel to scrimmage line, maintaining position approximately in line with runner’s progress.
d. Delay moving immediately toward line of scrimmage to avoid hindering reverse or delayed play and to assure maximum vision of play

2. Move behind play toward side of field to which play advances to cover runner if he/she is downed near line

3. Check following:
   a. Illegal use of hands by players of A
   b. Action behind ball and away from runner near neutral zone.
   c. Action on quarterback after handoff.
   d. Backward or forward pass when ball is thrown.
   e. Out-of-bounds spot behind neutral zone.

4. Continue to observe action behind neutral zone before leaving area.

5. Responsible for runner until he/she crosses neutral zone.

6. When the ball is dead:
   a. Be positive of ball location before sounding whistle.
   b. Move quickly toward the spot of forward progress.
   c. Signal number of next down.

7. Quickly check that down marker is correct and that the rest of the crew is ready, then give ready-for-play signal (S #1) and sound whistle.

8. If first down has been made or change of team possession has occurred, give time-out signal to stop clock unless already stopped by rule.

II. UMPIRE
A. After ball is spotted:
   1. Position:
      a. Spot and remain over ball, facing referee until ready-for-play signal or released by referee.
      b. Usually 4 to 7 yards behind Team B’s line and between A’s tackles, keeping snap in view.
      c. Do not interfere with vision or movement of defensive backs.
      d. Vary position so players cannot use you as interference.
   2. Check following:
      a. Number of A players and indicate to referee that you have counted the offense.
      b. Five players numbered 50-79 on offensive line and ineligible receivers.
      c. Interference with snap, false start or encroachment.
      d. Disconcerting signals by B.
      e. Note position of ball between hash marks.
      f. Note B’s players on the line of scrimmage in the free blocking zone.
RUNNING PLAY

B. After snap:
   1. Areas of responsibility:
      a. Key center and guards. If they block aggressively, read run. If they pass
         block, read pass.
      b. Read point of attack paying particular attention to free-blocking zone
         restrictions.
      c. When play is wide to side:
         (1) Move in that direction observing initial line play and action around
            runner (especially on short gains or losses in side zones).
         (2) Remain on inside working out to maintain boxed-in coverage.
      d. When hole opens directly in front of you:
         (1) React and adjust according to play, possibly move laterally (quick step)
            from hole being alert for tight end cutting across.
         (2) Cover action at point of attack and then behind runner.
   2. Check for illegal use of hands or arms and other fouls near neutral zone.
   3. Be alert:
      a. Quick kick or pass.
      b. Ineligible receivers and point forward pass first strikes anything.
      c. If fumble occurs beyond neutral zone, assist in determining who secures
         possession.
      d. Illegal contact on snapper if offense is in a scrimmage-kick formation.
      e. Action of players in and just behind neutral zone.
   4. Do not sound whistle unless covering official is not in position.
   5. Spot ball for next down.

III. HEAD LINESMAN AND LINE JUDGE
A. After ball is spotted:
   1. Position: Straddle the line of scrimmage 1 yard beyond the sideline.
   2. Indicate number of next down at chest level. After referee signals next down
      number, signal number of next down overhead and check down-marker number.
   3. Use extended-arm signal and hold until snap to indicate closest A player is off
      line of scrimmage.
   4. Count B players and indicate to back judge that you have counted the defense.
   5. Identify eligible receivers on your side.
   6. Be alert for illegal substitutions.
   7. Check following:
      a. Wingbacks, flankers, split ends and slot backs.
      b. First two players in from your end of offensive line, including backs, as
         eligible pass receivers.
      c. Player in motion away from you and maintain responsibility for him/her if
         he/she reverses direction. Remain in position unless vision is impaired in
         which case, take one step into offensive backfield.
      d. Minimum of seven offensive players on line-of-scrimmage.
      e. Encroachment or false start.
RUNNING PLAY

B. After snap:
   1. Areas of responsibility:
      a. Observe keys and read tackle to determine run or pass. Stay on line of
         scrimmage until ball carrier crosses line of scrimmage.
      b. Be alert for quick plays into line and assist in marking forward progress with
         downfield foot.
      c. Watch initial charge of linemen.
      d. On an end run to opposite side, observe blocking near neutral zone to tackle.
      e. Check block on eligible receiver.
      f. When ball comes to your side of field:
         (1) Cover sideline and check for illegal offensive and defensive blocks.
         (2) Sound whistle when ball becomes dead and mark forward progress with
              downfield foot.
         (3) Square off forward progress by moving down the sideline to the spot the
              ball became dead and then move perpendicular in towards the center of
              the field no further than the nine yard marks.
         (4) Keep all players in front of you unless spot of forward progress is close to
              a first down or a touchdown in which case come in as far as possible until
              you reach players on that yard line. Do not go around any players.
         (5) If ball becomes dead near sideline and first down is gained:
              (a) Covering official shall use normal coverage.
              (b) After determining ball is dead, give the time-out signal (S #3) twice.
         (6) If ball becomes dead in side zone, toss to umpire or back judge for
              spotting.
      g. When ball goes to opposite side:
         (1) Move down sideline until certain there will be no reverse or counter.
         (2) Observe action on linebackers and backside pursuit.
      h. On down-the-line option plays toward you, observe pitchman, loose ball, and
         pitchman as he/she becomes runner.
      i. Observe late blocks and fouls away from runner.
      j. Responsible for entire sideline. If ball goes out of bounds:
         (1) Signal time-out immediately.
         (2) Hold out-of-bounds spot, monitoring players out-of-bounds, while
             another game official retrieves ball.
      k. If obvious first down, signal clock to stop.
   2. While moving downfield with runner, watch for illegal forward pass or fumble.
   3. If play continues following illegal forward pass, drop penalty marker at spot of
      pass to indicate where run ended and at spot of any subsequent foul.

IV. HEAD LINESMAN (Working with line-to-gain indicator and crew):
   A. Echo referee’s signal verbally and with proper hand signal.
   B. Do not turn back on field of play when having the indicator moved.
   C. Authorize down indicator operator to be moved only after referee’s signal.
   D. If marking progress from a position that is not on the sideline:
RUNNING PLAY

1. After referee acknowledges next down, pivot on downfield foot and face downfield so that the front of the foot is aligned with the foremost point of the ball.

2. After pivoting and while the indicators are moving to the new spot indicate the next down to the middle of the field on one hand and to the sideline on the other hand with both arms extended parallel to the ground.

3. After visually observing that the down indicator is set at the new spot and the correct down is shown, “reverse pivot” to face the middle of the field and indicate the next down with hand raised above head.

E. When necessary to move the line-to-gain indicator:
   1. Spot foremost point of ball with downfield foot.
   2. Have down marker operator mark spot.
   3. Have line-to-gain crew set the two indicators.
   4. Inform referee that the line-to-gain indicator is ready.

F. When line-to-gain is goal line:
   1. Provide bean bag to down marker operator to mark line of scrimmage.
   2. Remove line-to-gain indicator from sideline.

V. BACK JUDGE

A. After ball is spotted:
   1. Position:
      a. Approximately 20 yards beyond defensive line of scrimmage and always deeper than deepest defensive back.
      b. When ball is on hash mark, position no wider than near upright.
      c. On single- and/or double-spread formation, adjust position to provide best coverage.
   2. Areas of responsibility:
      a. Time 25-second count including providing a visible count of the last 5 seconds when on field 25-second clocks are not utilized. (See signal on page 19)
      b. Count B players and indicate to the wing men that you have counted the defense.

B. After snap:
   1. Read keys.
   2. On runs to either side of field, move so runner is between you and either head linesman or line judge while observing blocks in front of runner.
   3. Retreat to be in position behind deepest receiver. Stay far enough away to keep play boxed in.
   4. Maintain inside-out coverage, while staying between the hash marks.
   5. Cover players who are deeper than head linesman or line judge.
   6. When runner breaks free, cover action around him/her.
   7. Cover goal line.
   8. On out-of-bounds runs, especially in team areas, move into area of dead ball and assist game officials in maintaining order.
   9. Assist with relay of ball in side zone from wing official to umpire.
VI. ALL GAME OFFICIALS

A. Areas of responsibility:
   1. Keep play properly boxed in.
   2. Before sounding whistle:
      a. See the ball and be certain ball is dead.
      b. Be certain of location of ball.
      c. Keep eyes on runner when you are covering
   3. When ball becomes dead in your area, sound whistle promptly, and be alert for dead-ball fouls.

B. If there is a fumble, covering official should:
   1. Mark yard line of fumble with bean bag if beyond line of scrimmage.
   2. Rule on possession immediately.
   3. If defense recovers, covering official should immediately signal time-out (S #3) twice and then indicate direction the recovering team is going.
   4. If fumbling team recovers, covering official should indicate number of next down with finger(s) or fist if fourth down.
   5. If ball becomes dead before fumble, covering official sound whistle immediately to indicate down has ended.

C. If ball goes out of bounds:
   1. Covering official:
      a. Give time-out signal immediately (S #3) twice.
      b. Mark and hold spot, monitoring players out of bounds.
      c. Continue to observe action.
   2. Referee or back judge retrieve ball, unless covering official is in best position to do so.
   3. Other game officials:
      a. Echo time-out signal (S #3) twice.
      b. Move quickly into position to assist getting ball ready-for-play.

D. Be alert for substitution infractions.

E. When line-to-gain has been reached, give time-out signal (S #3) twice.

F. When ball is blown dead after fourth down, give time-out signal (S #3) twice.
FORWARD PASS

I. REFEREE
   A. After ball is spotted: Same as referee on Running Plays.
      1. If game situation warrants, place crew into “Off” mechanic.
   B. After snap:
      1. Read block of offensive tackle on opposite side.
      2. Observe all blocks behind the neutral zone.
      3. As passer retreats, remain wide and deeper than passer.
      4. Give special attention to contact with passer:
         a. After ball is released, continue to observe passer, not flight of ball.
         b. Verbally alert defenders when passer has released ball.
      5. Determine whether pass is forward or backward, after quarterback drops back.
      6. Be alert to observe illegal pass:
         a. Move to spot of pass to determine whether passer’s feet were in or behind neutral zone when ball was released.
         b. If illegal, drop penalty marker. Continue to officiate.
         c. If close, mark spot of pass with bean bag and continue to officiate.
      7. Solely responsible for intentional grounding, may get assistance from covering official.
      8. Continue to observe action behind neutral zone before leaving area.
      9. Responsible for runner until he/she crosses neutral zone.

II. UMPIRE
   A. After ball is spotted: Same as umpire on Running Plays.
   B. After snap:
      1. Be alert for illegal contact on snapper, if offense is in a scrimmage-kick formation.
      2. Watch for illegal contact and illegal use of hands.
      3. When you read forward pass, step toward neutral zone:
         a. This removes you as target on shallow drag passes.
         b. Puts you in position to rule whether ineligible is illegally downfield.
      4. Observe action of players in and just behind neutral zone.
      5. Assist referee to determine whether passer’s feet were in or behind neutral zone when ball was released.
      6. Drop penalty marker at spot from which illegal pass is thrown. Continue to officiate.
      7. Cover short passes down middle.
      8. Know where forward pass first touches anything.
      9. Cover fumbled pass in your area, mark spot.
FORWARD PASS

III. HEAD LINESMAN AND LINE JUDGE
   A. After ball is spotted: Same as head linesman and line judge on Running Plays.
   B. After snap:
      1. Observe keys and read tackle to determine run or pass. Stay on line of scrimmage until ball carrier crosses line of scrimmage or until receiver(s) on your side of the field have gone at least 10-12 yards downfield.
      2. Be ready to rule on the direction (forward or backward) of a quick quarterback pass.
      3. Move down sideline as required to cover pass on your side of the field.
         a. Watch for interference by either team.
         b. Be ready to rule on fumble or illegal pass after completion.
      4. If pass is incomplete in your area:
         a. Sound whistle.
         b. Give incomplete-pass signal (S #10) twice.
         c. Retrieve ball and relay to game official nearest previous spot.
      5. Be ready to adjust coverage if potential passer decides to run.
      7. Be alert for forward progress of runner.
      8. Responsible for entire sideline.

IV. BACK JUDGE
   A. After ball is spotted: Same as back judge on Running Plays.
   B. After snap:
      1. Read keys. Retreat in order to be in position behind deepest receivers.
      2. Cover deep receivers down middle and to each sideline.
      3. When pass is thrown, move quickly to ball:
         a. Watch for interference by either team.
         b. Be ready to rule on possible fumble or illegal pass after completion.
      4. Be ready to rule on all passes near goal line and end line.
      5. If pass is incomplete in your area:
         a. Sound whistle.
         b. Give incomplete-pass signal (S #10) twice.
         c. Retrieve ball and relay to nearby game official.
      6. If pass is complete, in your area of responsibility, sound whistle when ball becomes dead:
         a. Move toward the spot of forward progress.
         b. When line-to-gain has been reached, give time-out signal (S #3) twice.

V. COVERING OFFICIALS
   A. Be alert for illegal passes.
   B. Observe touching or catching by ineligible player.
   C. Watch for holding of eligible receivers and all contact beyond neutral zone both before and after pass is thrown.
   D. If ruling on pass reception involving sideline, only approved signals (S #3 or S #10) should be used.
E. If pass intercepted inside defensive team’s 5-yard line and player making interception is downed in end zone or ball goes out of bounds there:
   1. Mark spot of interception with bean bag.
   2. Be prepared to rule whether his/her momentum took him/her into end zone.
I. REFEREE
   A. After ball is spotted: Same as Referee on Forward Pass Play except:
      1. Direct desired flank to move into an “off” position by pointing to him/her and motioning downfield.
      2. Signal to remaining flank that they have coverage of the entire line of scrimmage by pointing to that official and then pointing to the line of scrimmage.
      3. Move to a position that is visible to clock operator, approximately 10 yards from the line of scrimmage and 5 yards wide of the huddle.
         a. On side of field vacated by flank in “off” position.
         b. Able to view tackle on far side and backs.
   B. After snap: Same as Referee on Forward Pass Play except:
      1. Assist flank official in “off” position with coverage of sideline and “underneath” area.

II. UMPIRE
   A. After ball is spotted: Same as Umpire on Forward Pass Play.
   B. After snap: Same as Umpire on Forward Pass Play except:
      1. Assist flank official in “off” position with coverage of “underneath” area.
OFF MECHANIC

III. HEAD LINESMAN OR LINE JUDGE (whoever is directed to be in “off” position)
   A. After ball is spotted: Same as Head Linesman and Line Judge on Forward Pass Play except:
      1. Confirm Referee’s signal that you will be “off” the line of scrimmage by pointing to the Referee and then pointing to the new position downfield.
      2. Position: Straddle the yard line directed by the Referee, 1 yard beyond the sideline.
   B. After snap:
      1. Observe keys. Stay on Referee directed yard line until ball carrier crosses the yard line or until receiver(s) on your side of the field have gone at least 10-12 yards downfield of your position.
      2. Move down sideline as required to cover pass on your side of field.
         a. Watch for interference by either team.
         b. Be ready to rule on fumble or illegal pass after completion.
      3. If pass is incomplete in your area:
         a. Sound whistle.
         b. Give incomplete-pass signal (S #10) twice.
         c. Retrieve ball and relay to game official nearest previous spot.
      4. Be alert for sideline action.
      5. Be alert for forward progress of runner.
      6. Responsible for entire sideline.

IV. HEAD LINESMAN OR LINE JUDGE (whoever remains on line of scrimmage)
   A. After ball is spotted: Same as Head Linesman and Line Judge on Forward Pass Play except:
      1. Confirm Referee’s signal that you will be responsible for the entire line of scrimmage by pointing to the Referee and then pointing to the line of scrimmage.
   B. After snap: Same as Head Linesman and Line Judge on Forward Pass Play.

V. BACK JUDGE
   A. After ball is spotted: Same as Back Judge on Forward Pass Play except:
      1. Adjust position to side of field opposite official in “off” position.
   B. After snap: Same as Back Judge on Forward Pass Play.

VI. ALL GAME OFFICIALS (same as on Forward Pass Play)
I. REFEREE
   A. After ball is spotted:
      1. Check down and distance with head linesman.
      2. Declare ball ready-for-play by using established procedure.
      3. Position: 3-5 yards outside the tight end and 2-3 yards behind the kicker, on line judge side.
      4. Be able to see ball and observe all backs.
      5. Count K players and indicate to umpire that you have counted the kicking team.
      6. Signal to crew that K is in scrimmage-kick formation.
   B. After snap:
      1. Watch for fouls behind neutral zone especially near kicker.
      2. Be alert for blocked kick and be ready to rule on recovery.
      3. After ball crosses neutral zone, observe line play.
      4. Move downfield slowly following kick.
      5. Watch for fouls and be ready to pick up runner if there is long return.
SCRIMMAGE KICK

6. Determine from covering official if ball was touched beyond neutral zone and by whom.
7. Kick out of bounds in flight – line up covering official at the spot where the ball crossed the sideline by using an outstretched arm.
8. If no foul, signal head linesman to move line-to-gain equipment.
9. Confirm line-to-gain indicator is set before giving ready-for-play signal.

II. UMPIRE
A. After ball is spotted:
   1. Position: 10 yards deep keeping snap in view.
   2. Count K players and indicate to referee that you have counted the kicking team.
   3. Check numbering exception.
   4. Key offensive guards and center.
B. After snap:
   1. Step towards neutral zone and be alert for roughing the snapper, then shift to action of offensive guards and backs behind neutral zone.
   2. Read play. Be alert for run or pass.
   3. Be alert to assist referee in covering a short or blocked kick and assist the head linesman in determining if the ball crosses neutral zone.
   4. Following kick, pivot to view line-judge side of field to observe blocks in side zone and move toward return area observing players away from ball.
   5. Be alert for fouls in secondary and move downfield slowly.
   6. When ball goes out-of-bounds, move to help relay ball to inbounds spot.

III. HEAD LINESMAN AND LINE JUDGE
A. After ball is spotted:
   1. Position: Same as for run or pass.
   2. Check down number, count R players and indicate to back judge that you have counted the receiving team.
B. After snap:
   1. Head Linesman: Hold momentarily after snap. Know if ball crossed neutral zone, then move slowly downfield covering your side between neutral zone and deep receiver(s).
   2. Line judge: Release when kick is imminent, move downfield covering your side between neutral zone and deep receiver(s).
   3. Cover all kicks to your side.
   4. Ball out-of-bounds in flight:
      a. Sound whistle and give time-out signal (S #3) twice.
      b. Move farther downfield than where it went out.
      c. Walk upfield until referee spots you on sideline.
   5. Ball rolls out of bounds:
      a. Sound whistle and give time-out signal (S #3) twice.
      b. Hold spot and continue to observe action.
      c. Drop bean bag at spot if ball must be retrieved.
   6. Assist referee in covering ball on short or blocked kick:
      a. Note if kick is touched beyond neutral zone.
b. Note if recovered in or behind neutral zone.
c. Be prepared to mark first touching, fumble or end of kick with bean bag.

7. Routine kick:
   a. Unless kick comes close to your side delay move to sideline, cover clipping and other fouls in secondary.
   b. Move with runner if he/she comes to your side.
   c. Follow to goal line if run is broken.
   d. When ball becomes dead:
      (1) Sound whistle, give time-out signal and mark spot.
      (2) Make sure of possession on fair catch.

8. Line judge: Observe action of signaler when no fair catch is made.

9. If there is a foul, have free game official cover ball while game official who had foul reports information to referee.

10. Head linesman: Watch referee for signal to move line-to-gain equipment.

IV. BACK JUDGE
A. After ball is spotted:
   1. Position: 10-12 yards wider than and 2-3 yards behind the deepest receiver on head linesman’s side of field.
   2. Count R players and indicate to wing officials that you have counted the receiving team.

B. After snap:
   1. Carry contrasting bean bags in hand during down to mark first touching, fumble, momentum or end of kick.
   2. When kick is short to either sideline:
      a. Head linesman or line judge will assume responsibility for ball.
      b. Observe action of players around ball.
   3. Cover long or deep kick out of bounds on head linesman’s side.
      a. When kicked ball goes out in flight, sound whistle.
      b. Give time-out signal (S #3) twice.
      c. Have referee spot you on sideline and hold spot until ball is spotted.
   4. Cover all kicks down middle and be ready to rule on whether kick is touched by either team:
      a. If ball is muffed, be prepared to rule on possession.
      b. Be alert for hand-off and reverse.
      c. When K is first to touch scrimmage kick which is moving:
         (1) Mark spot of first touching with bean bag.
         (2) Continue to cover play.
      d. If K is first to touch kick that is motionless beyond neutral zone, sound whistle, give time-out signal (S #3) twice and mark spot.
   5. Following fair catch:
      a. Sound whistle, give time-out signal (S #3) twice and mark spot.
      b. Be sure referee knows it was a fair catch.
   6. Where fair catch is not made:
      a. Stay with ball.
b. Let line judge observe action by signaler.

7. Move with runner who catches kick and advances.
   a. Other game officials will ordinarily pick up runner near line of scrimmage.
   b. When this is done, delay and observe action behind ball.
   c. When one of the other game officials is screened out and not able to pick up
      runner, move with him/her and sound whistle when ball becomes dead.

8. When kick becomes dead:
   a. Sound whistle immediately and give time-out signal (S #3) twice.
   b. Be prepared to rule on touchback and give appropriate signal (S #7) twice.
   c. Inform referee of ball status before placing it for next play.

9. If kick is caught inside 5-yard line and player is downed in his/her end zone or
   ball goes out-of-bounds there, be prepared to rule on whether his/her
   momentum took him/her into end zone.

10. Mark spot of catch inside 5-yard line with bean bag.
I. REFEREE
A. After ball is spotted:
   1. Position: Approximately even with holder at or outside the nine yard marks, facing the holder and able to observe snap, kicker/holder, and opposite tackle.
   2. Count K players and indicate to umpire that you have counted the kicking team.
   3. Signal to crew that K is in a scrimmage-kick formation.
   4. Observe kicker, holder and opposite side tackle.
B. After snap:
   1. Watch for fumble or muff by holder.
   2. Cover as usual if run or pass.
   3. Assist in sideline coverage if run or pass develops to referee’s side.
   4. Signal score (S #5) or no score (S #10) twice after receiving signal from game officials ruling on kick.
   5. Rule on roughing kicker or holder.
   6. If try is blocked, immediately sound whistle and give the no-score signal (S #10) twice.
   7. If field goal is blocked, ball remains live.
FIELD GOAL ATTEMPT OR TRY

II. UMPIRE
A. After ball is spotted:
   1. Position: 4 to 7 yards deep keeping ball in view.
   2. Confirm with wing official behind upright who is responsible for goal-line during broken play.
      a. On snaps inside 15-yard line, Umpire should be responsible for goal-line.
      b. On snaps outside 15-yard line, wing official should be responsible for goal-line.
   3. Count K players and indicate to referee that you have counted the kicking team.
   4. Check for use of numbering exception.
B. After snap:
   1. Step toward neutral zone reading interior linemen.
   2. Check action on snapper.
   3. Be alert for determining if kick crosses neutral zone.
   4. Be ready to assist referee in covering short or blocked kick.
   5. Be alert for action on or by outside offensive linemen and up blocking back on referee’s side.
   6. Shift observation to contact between defensive players and blockers behind line.
   7. After players go past your position, pivot to view referee’s side of field and observe blocks in side zone and move toward play to observe action.
   8. If responsible for goal-line, assist in goal-line coverage if run develops to referee’s side, working from inside out to sideline.

III. HEAD LINESMAN OR LINE JUDGE (whoever is looking at the back of the holder)
A. After ball is spotted:
   1. Position: on line of scrimmage on sideline.
   2. Check down number, count R players and indicate to back judge that you have counted the receiving team.
   3. Observe neutral zone.
B. After the snap:
   1. If pass or run, move with play as on any other goal-line play.
   2. Quickly move to goal line if run develops to referee’s side.

IV. BACK JUDGE AND HEAD LINESMAN OR LINE JUDGE (whoever is looking at the front of the holder)
A. After ball is spotted:
   1. Positions: Beyond end zone and behind your upright where you feel most comfortable and have best coverage of upright.
   2. Count R players.
   4. Wing official confirm with umpire who is responsible for goal-line during broken play.
      a. On snaps inside 15-yard line, Umpire should be responsible for goal-line.
      b. On snaps outside 15-yard line, wing official should be responsible for goal-line.
FIELD GOAL ATTEMPT OR TRY

B. After snap:
   1. Assume responsibility for end line and for determining if kick goes over or under cross bar and inside upright:
      a. Back judge rules on crossbar and upright.
      b. Wing official rules on upright.
   2. Back judge sound whistle when:
      a. Successful kick passes upright.
      b. Field-goal is apparently unsuccessful after breaking goal-line plane.
      c. Try is apparently unsuccessful.
   3. Both game officials, at the same time, move one yard into the end zone in front of their upright and signal score (S #5) or no score (S #10) twice while facing the line of scrimmage.
   4. Be prepared to move if kick is blocked, obviously short, or a fake:
      a. Key tight end on your side.
      b. Head linesman or line judge: If responsible for goal-line and run or pass develops, move directly to goal-line to assist in goal-line coverage and work from inside out to sideline.
      c. Head linesman or line judge: If not responsible for goal-line and run or pass develops to your vacated side, quickly move along end line to back pylon to rule on sideline.
      d. Next move is toward goal line to assist.
      e. Mark first touch, fumble, momentum or end of kick.

V. ALL GAME OFFICIALS
   A. Take positions for field-goal or try attempt if the kicking tee is brought onto field.
   B. Be alert for runback of an unsuccessful field-goal attempt which is caught or recovered in field of play.
I. REFEREE
   A. Position and cover same as scrimmage play.
   B. If offense shifts into scrimmage kick (field goal) formation, position and cover same as field goal attempt or try

II. UMPIRE
   A. After ball is spotted:
      1. Position: Beyond end zone and behind upright nearest to “gate” formation where you feel most comfortable and have best coverage of upright.
      2. Count K players and indicate to referee that you have counted the kicking team.
      3. If offense shifts into scrimmage kick (field goal) formation, check for use of numbering exception.

   B. After snap:
      1. If pass or run, move with play as on any other goal-line play.
      2. If offense shifted into scrimmage kick (field goal) formation:
         a. Check action on snapper.
         b. Assume responsibility for end line and for determining if kick goes inside upright.
c. At the same time with Back Judge, move one yard into the end zone in front of upright and signal score (S #5) or no score (S #10) twice while facing the line of scrimmage.

d. Be prepared to move if kick is blocked, obviously short, or a fake.

### III. HEAD LINESMAN AND LINE JUDGE

A. Position and cover same as scrimmage play.

B. If offense shifts into scrimmage kick (field goal) formation:
   1. Be alert for determining if kick crosses neutral zone.
   2. Be ready to assist referee in covering short or blocked kick.
   3. Be alert for action on or by outside offensive linemen and up blocking back on your side.
   4. Shift observation to contact between defensive players and blockers behind line.

### IV. BACK JUDGE

A. After ball is spotted:
   1. Positions: Beyond end zone and behind upright furthest from “gate” formation where you feel most comfortable and have best coverage of upright.
   2. Count R players.
   3. Time 25-second count.

B. After snap:
   1. If pass or run, move with play as on any other goal-line play.
   2. If offense shifted into scrimmage kick (field goal) formation, cover same as field goal attempt or try.

### V. ALL GAME OFFICIALS

A. Take positions for swinging gate when the offense uses formation on try.
GOAL-LINE PLAY

GOAL-LINE PLAY

I. REFEREE
   A. Position and cover same as scrimmage play.
      1. Responsible to cover the runner to the line of scrimmage and be in position to
         rule on any fumble short of the goal line.
   B. Do not give touchdown signal from behind runner.
   C. After checking with crew and allowing players to clear, if no foul occurred, give
      touchdown signal (S #5), while facing the press box to verify score.
         1. On any scoring play where no immediate signal is given, solely responsible for
            verifying score and giving delayed signal.

II. UMPIRE
   A. Position and cover same as scrimmage play.
   B. Do not give touchdown signal.
      1. If ball in player possession in the end zone is seen, discreetly advise the referee
         by placing one hand on chest.
   C. When runner has made quick thrust into line, be sure ball is not moved forward
      after it is declared dead. Assist wing official if he or she needs help.

III. HEAD LINESMAN AND LINE JUDGE
   A. Position as scrimmage play.
   B. Acknowledge back judge signal for goal-line responsibility.
      1. If back judge signals with hands on chest (signifying that the back judge has goal-
         line responsibility), acknowledge by pointing at the back judge.
      2. If back judge points (signifying the wing officials have goal line responsibility),
         acknowledge by placing hands on chest.
   C. On snap inside the 10-yard line where the line to gain is not the goal line, side step
      to the line to gain and pause until it is clear the runner will reach or cross the line to
      gain, then proceed to goal line.
   D. On snap between 10- and 5-yard line where the line to gain is the goal line, release
      slowly downfield and stay ahead of runner to goal line.
   E. On snap inside 5-yard line where the line to gain is the goal line, release to goal line
      and officiate back to ball.
   F. If play is towards goal-line pylon, move directly away from pylon along goal-line
      extended.
   G. Note farthest point to which ball is advanced.
      1. If short of goal line, move in quickly and help by marking point with downfield
         foot or by actually placing ball.
      2. If you see ball in possession of runner touch or cross goal-line plane, instantly
         give touchdown signal.
      3. If ball does not break goal-line plane, do not give any signal.
      4. On any close goal-line play where players obscure vision of the ball, move in
         towards the play in the field of play to assist in locating the ball.
      5. Be alert for fumbles before ball crosses the goal line. If fumbled into the end
         zone, responsible for ruling on touchdown or touchback.
GOAL-LINE PLAY

H. Head linesman:
   1. Remove line-to-gain indicator from sideline when line-to-gain is goal line.
   2. Provide down-marker operator with bean bag for goal-to-go situations when the line-to-gain equipment has been removed.

IV. BACK JUDGE
   A. Position:
      1. Start on end line if snap is from 10-yard line or inside.
      2. Assume complete responsibility of end-line coverage. Stay on the end line until play is over.
   B. Initiate signal for goal-line responsibility and wait for acknowledgement from wing officials.
      1. If responsible for goal-line, signal by placing hands on chest.
      2. If wing officials have goal-line responsibility, signal by pointing at the wing officials.
   C. Time 25-second count.
   D. Responsible for legality of blocks ahead of sweeps.

V. ALL GAME OFFICIALS
   A. Responsible for communicating verbally and non-verbally with other officials to ensure correct rulings and signals (look at and confirm with other officials prior to ruling or giving signal).
   B. Only game officials who actually see touchdown should give touchdown signal (S #5).
      1. On scoring play, come to a complete stop and signal in a smooth, fluid motion.
   C. Game officials not observing touchdown do not mirror signal.
   D. Be excellent dead-ball officials. Be alert for late hits or other dead-ball fouls.
REVERSE GOAL-LINE PLAY

REVERSE GOAL-LINE PLAY

I. REFEREE
   A. When the ball is to be snapped at or inside A’s 5-yard line, announce that the crew is in “Reverse Goal-Line” mechanics.
   B. Confirm with wing officials who is responsible for goal-line and who is responsible for forward progress.
   C. If ball is ruled dead while clearly in the end zone, slowly give safety signal (S #6).
   D. If the end of the play is near the goal line, give the offense the benefit of the doubt. When in question, the ball shall be ruled to be in the field of play.
   E. If the play is visibly to the opposite side of the field, visually check with opposite wing official to see if ball has been ruled dead in the field of play or in the end zone.

II. HEAD LINESMAN AND LINE JUDGE
   A. When the ball is to be snapped at or inside A’s 5-yard line, confirm with referee who is responsible for goal-line and who is responsible for forward progress.
   B. If responsible for goal-line:
      1. At the snap, release to the goal line.
      2. Do not leave the goal line until the ball has clearly moved into the field of play.
      3. Mark forward progress as in standard scrimmage play.
   C. If responsible for forward progress, position and cover same as scrimmage play.
   D. When play ends with the ball near the goal line, always move in quickly prior to giving a spot or scoring signal.
   E. Covering official:
      1. If ball is ruled dead while clearly in the end zone, slowly give safety signal (S #6).
      2. If the end of the play is near the goal line, give the offense the benefit of the doubt. When in question, the ball shall be ruled to be in the field of play.

III. ALL OTHER GAME OFFICIALS MECHANICS SAME AS SCRIMMAGE PLAY
AFTER A SAFETY, TRY, OR FIELD GOAL

I. ALL GAME OFFICIALS
   A. Same as kickoff.
   B. Be alert for substitutions and any irregularities as to number of players.
   C. Reminder—on free kick following safety:
      1. Each game official assumes same relative position and has same duties as on kickoff.
      2. Ball may be put in play by drop kick, place kick or punt.
   D. Back judge begin timing one minute interval after referee signals score or no score (S #5, S #6, or S #10).
   E. Game officials hustle up sidelines to free-kick position and then fill out game cards.
   F. Be ready and in position to mark ball ready-for-play within the one minute interval.
ADMINISTERING PENALTIES

I. REFEREE
   A. When ball is dead following a foul:
      1. Give time-out signal (S #3) twice.
      2. Get full information from game official who called foul.
      3. Give preliminary signal to press-box side of field only.
      4. Give options to captain of offended team.
      5. When captain’s most advantageous choice is obvious, quickly inform him/her.
      6. When captain does not respond, his/her silence shall be considered acceptance of obvious choice. Once made, it cannot be revoked.
      7. Make note of enforcement spot for penalty.
      8. After ball has been spotted, give final signal for foul to press-box side of field only.
   B. When penalty is declined:
      1. Go to spot of ball.
      2. Give foul signal followed by penalty-declined signal (S #10) twice to press box.
   C. When there is a double foul:
      1. Signal each foul, facing press box.
      2. Follow this with penalty-declined signal (S #10) twice.
   D. When two penalties are enforced, give proper signals following each enforcement.
   E. When penalty is to be enforced on kickoff:
      1. Indicate proper foul signal.
      2. Point to offending team.
      3. Indicate scoring signal (S #5).
      4. Point towards succeeding spot.
   F. Accepted penalty for foul by either team during the last timed down of a period, play continues with an untimed down (S #1) except for fouls listed in Rule 3-3-4.
   G. When dead-ball fouls occur after fourth down:
      2. Signal first down.
      4. Signal the dead-ball foul(s).

II. UMPIRE
   A. Secure ball.
   B. Make note of enforcement spot for penalty and confirm with Head Linesman.
   C. Proceed with measurement in tandem with Head Linesman.
   D. On properly marked field, avoid stepping off distance between yard lines, except to the first and for the final yard line.
   E. Walk briskly, use an arm signal to point to each yard line you cross.
   F. Confirm final yard line with Head Linesman.

III. HEAD LINESMAN
   A. Be certain of down number.
   B. Make note of enforcement spot for penalty and confirm with Umpire.
ADMINISTERING PENALTIES

C. Proceed with measurement in tandem with Umpire.
D. Confirm final yard line with Umpire.
E. Be ready to have line-to-gain equipment moved after penalty administration.

IV. LINE JUDGE
A. Hold enforcement spot.

V. HEAD LINESMAN AND LINE JUDGE
A. Check enforcement.
B. Do not permit athletic trainers, attendants, or coaches to come onto field.
C. Relay penalty information to appropriate coach and to other game officials if necessary.

VI. BACK JUDGE
A. Help obtain ball.
B. Assist in holding spot of foul or recovering penalty marker.
C. Assist in relaying foul information to appropriate sideline.
D. Give final signal for foul to be enforced on kickoff to press-box side of field.

VII. ALL GAME OFFICIALS
A. Observe live-ball foul:
   1. Withhold whistle.
   2. Drop penalty marker at proper yard line and continue to observe play, noting location of ball at time of foul.
   3. When ball becomes dead:
      a. Give time-out signal (S #3) twice.
      b. Sound whistle.
      c. Verbally report information to referee.
      d. Give no visible signal.
      e. Make mental note as to whether clock should be started on ready or on snap.
B. Observe dead-ball foul:
   1. Sound whistle, toss penalty marker into air and give time-out signal (S #3) twice immediately.
   2. Follow procedures outlined under A.
C. See that umpire assesses penalty properly in all respects.
D. Calling game official (umpire, head linesman, line judge, back judge):
   1. After calling foul and ball has been declared dead:
      a. Sound whistle and give time-out signal (S #3) twice.
      b. Get referee’s attention by giving short blasts of whistle.
      c. Make sure another game official is covering spot of foul.
      d. Verbally report all information fully to referee:
         (1) Identify foul.
         (2) Identify offending team including jersey color and offense/ defense or kicking/receiving team.
         (3) Identify offending player’s number or position.
         (4) Indicate spot of foul, end of run or end of kick.
         (5) Indicate status of all when foul occurred.
ADMINISTERING PENALTIES

E. Assist with locating captains.
F. Recover penalty markers and ball.
G. Enforcement:
   1. Stay clear of spot of foul.
   2. If spot is different, go to enforcement spot.
   3. When umpire begins enforcement, check for correctness and distance.
   4. Avoid visiting while penalty is assessed.
H. When a disqualifying foul is called:
   1. Game official who called foul shall inform offending player and report his/her number and type of infraction to referee, coach and other members of officiating crew.
   2. Emphasize disqualification is for remainder of game.
   3. If there are double disqualifying fouls, referee may designate another game official to assist in reporting foul to coaches.
   4. The game official shall not place a hand on offending player, nor accompany or escort him/her to sideline.
   5. All game officials:
      a. Record player’s number and name if known.
      b. Observe all other players.
   6. Notify state association office, if applicable.
I. Record unsportsmanlike penalties.
MEASURING FOR FIRST DOWN

MEASURING FOR FIRST DOWN USING TRADITIONAL LINE-TO-GAIN INDICATORS

I. REFEREE
   A. Give time-out signal (S #3) twice – follow by tapping hands on chest.
   B. Signal head linesman to bring the line-to-gain indicator onto field.
   C. Motion players away from ball.
   D. Rotate ball so the long axis is parallel to sideline.
   E. In side zone, measure before ball is taken inbounds.
   F. If line-to-gain not reached in side zone, use the line-to-gain indicator to accurately place ball at hash marks.
   G. If ball has gone out of bounds, measure to point where ball crossed sideline.
   H. Inside edge of forward indicator marks line-to-gain.
   I. When measurement is completed:
      1. Signal number of next down.
      2. Spot ball at proper place.
      3. Wait for line-to-gain crew to return to position.
   J. If new series awarded to opponent of team which was in possession when ball became dead:
      1. Place ball so that foremost point, when it became dead, becomes rear point when the direction is changed.
      2. New rear indicator set with inside edge at new point of ball so that line-to-gain is 10 yards in advance of this point.
   K. After measurement:
      1. Get ready signs from captains.
      2. Declare ball ready-for-play (S #1) if ball was out of bounds.
      3. If not out-of-bounds, signal clock to start with ready-for-play (S #1) and then start clock (S #2) twice.
      4. If first down for Team B (S #8), clock will start on snap.

II. UMPIRE
   A. Take the forward indicator from crew members at place of measurement.
   B. When head linesman says “ready,” tighten the line-to-gain indicator and hold forward indicator near ball until referee reaches decision.

III. HEAD LINESMAN
   A. When a measurement is signaled by referee:
      1. Grasp the line-to-gain indicator and clip at back edge of back-yard line (don’t just grasp clip since clip could detach).
      2. Instruct down-marker operator to mark front indicator spot and keep same down number.
      3. Bring the line-to-gain indicator behind ball and place clipped part of indicator at back edge of back-yard line.
      4. Hold firmly and call “ready” to umpire to stretch the indicator tight.
      5. Wait for referee’s decision and signal.
MEASURING FOR FIRST DOWN

6. If not first down:
   a. While holding the indicator, accompany crew to sideline, reset in original
      position, 2 yards from sideline.
   b. Have down-marker operator move down-marker indicator to next down.

7. If a new series, set inside edge of rear indicator at foremost point of ball after
   spotted by referee. First down on down-marker indicator.

   B. Mark foremost point of ball for down-marker operator on all first downs.

IV. LINE JUDGE
   A. Position: Place foot just behind yard line where clip is to be place to align head
      linesman so that the chains are parallel to the sidelines.

V. BACK JUDGE
   A. Do not permit team attendants to enter field.
   B. Help clear players from measurement area.
   C. Observe all players.
   D. Tend ball at time of measurement.
TIME-OUT PROCEDURE

I. REFEREE
   A. Sound whistle.
      1. Signal “time-out” (S #3) two times.
      2. If time-out is charged to a team, indicate by moving both arms three times in a horizontal motion toward that team.
      3. If official’s time-out, indicate by tapping chest with both hands.
   B. Duties:
      1. Check number of time-outs remaining for each team.
      2. Check time remaining with back judge.
      3. Check down with head linesman.
      4. Notify coach and captain after a third time-out has been charged.
      5. Take position away from other game officials. Observe Team B.
      6. Inform each team huddle of down and time remaining in period.
      7. Declare ball ready-for-play (S #1).

II. UMPIRE
   A. Maintain position over ball.
   B. Observe Team A until referee is ready to start play.

III. HEAD LINESMAN AND LINE JUDGE
   A. Move to position halfway between ball and your sideline and observe team on your sideline.
   B. Be alert for whistle from back judge to give your team 15-second warning; go to team huddle and say: “Coach, ball will be marked ready-for-play in 15 seconds.”
   C. Be alert for substitutions by your sideline or attempts to use substitutes for purpose of deception, and maintain proper number of players/attendants in huddle when conferences are held between the 9-yard marks.
   D. Inform captain and coach of time-outs remaining.

IV. BACK JUDGE
   A. Time 60-second interval; sound whistle twice at 45 seconds and again when 60-second interval expires.

V. ALL GAME OFFICIALS
   A. Repeat time-out signal (S #3) twice.
   B. Record time-out, number of player who called it, time on clock and period.
   C. Stand alertly erect.
   D. Do not visit with players.
   E. Restrict discussion to captain.
   F. Do not huddle in a group.
   G. Confirm number of remaining time-outs.
INJURY TIME-OUT PROCEDURE

(Additional responsibilities beyond regular time-out.)

I. REFEREE
   A. Summon appropriate health-care professional(s) and/or coach(es) on field.
   B. Duties:
      1. Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.
      2. Be ready to assist appropriate health-care professional(s) and/or coach(es) in securing additional medical help, if needed.
      3. Attempt to keep players a significant distance away from the seriously injured player(s). Direct players and coaches toward respective team bench area.
      4. Once the appropriate health-care professional(s) begins to work on an injured player, all members of the officiating crew should control the total playing field environment and team personnel and allow the appropriate health-care professional(s) to perform services without interruption or interference. Always ensure adequate lines of vision between the appropriate health-care professional(s) and all available emergency personnel.
      5. Players and coaches should be appropriately controlled to avoid dictating medical services to the appropriate health-care professional(s) on the time taken to perform such services.

II. UMPIRE
   A. Make sure summoned appropriate health-care professional(s) and/or coach(es) are not on the field for coaching purposes.
END-OF-PERIOD PROCEDURE

I. REFEREE
   A. If field clock is not used:
      1. Take official’s time-out (S #3) twice – follow by tapping hands on chest with
         approximately four minutes remaining in second and fourth period.
      2. Inform both captains of time remaining and see that both coaches are notified.
      3. When time expires and ball becomes dead, sound whistle and repeat time-out
         signal (S #3) twice.
   B. If field clock is used:
      1. When facing clock, be responsible for knowing when time expires.
      2. If time expires prior to snap:
         a. Sound your whistle to prevent snap, if possible.
         b. If ball is snapped immediately after time has expired, sound whistle loud and
            long, and give time-out signal (S #3) twice.
   C. Following delay to insure no foul, no obvious timing error, no request for coach-
      referee conference, and no other irregularity has occurred, hold ball in one hand
      over head to signal official end of period.
   D. If play is in progress and time expires for the period, the horn should not be
      sounded.

II. BACK JUDGE
   A. If field clock is not used:
      1. Notify referee approximately four minutes before the end of the second and
         fourth periods.
      2. Approximately 30 seconds before time for period expires, notify referee that
         time may expire during the next down.
      3. When time expires and ball becomes dead, signal referee by raising arm above
         head, sound whistle and give time-out signal (S #3) twice.
   B. If field clock is used:
      1. When facing clock, be responsible for knowing when time expires.
      2. If time expires prior to snap:
         a. Sound your whistle to prevent snap, if possible.
         b. If ball is snapped immediately after time has expired, sound whistle loud and
            long, and give time-out signal (S #3) twice.
BETWEEN-PERIODS PROCEDURE

I. REFEREE
   A. Record down, distance, and yard line nearest foremost point of ball while meeting
      with umpire and head linesman in center of field.
   B. Measure distance from the nearest yard line to foremost point of ball, and estimate
      distance from hash mark.
   C. In spotting ball, check again with head linesman and umpire.
   D. When notified by back judge that 45 seconds have expired, signal head linesman and
      line judge to give their teams 15-second warning.
   E. When notified by back judge that 60 seconds have expired, from near the ball
      announce down and distance.
   F. Declare ball ready-for-play (S #1).

II. UMPIRE
   A. Record down, distance and yard line nearest foremost point of ball.
   B. Assist referee.
   C. Quickly take ball to a corresponding point on the other half of field and reverses
      directions.

III. HEAD LINESMAN
   A. Record down, distance, yard line nearest foremost point of ball.
   B. Confirm information with referee.
   C. Clip the indicator at back edge of back-yard line.
   D. Call down and distance to assistants.
   E. Reverse ends of the line-to-gain indicator and two crew members.
   F. Set down marker indicator after referee has spotted ball.
   G. Check number of down and distance to gain.
   H. Indicate to referee you are ready by signaling number of down with finger(s) or fist
      for fourth down.

IV. LINE JUDGE AND BACK JUDGE
   A. Back judge assist head linesman in moving down indicator.
   B. Line judge observe team on your sideline and back judge observe team on head
      linesman’s sideline until head linesman becomes available.
   C. Assume responsibilities as for time-out.
   D. Check team box and huddle areas for appropriate conference procedure as during
      charged time-out.
   E. Line judge give your team 15-second warning when directed by referee.
   F. Back judge time 60-second interval; notify referee at 45 seconds and again when 60-
      second interval expires.

V. ALL GAME OFFICIALS
   A. Record team in possession, down, distance, and yard line nearest foremost point of
      ball.
   B. Limit of three team attendants are permitted on field.
   C. Either legal type coach-player conferences may be held.
BETWEEN-HALVES PROCEDURE

I. REFEREE
   A. Responsible for seeing that three minutes is placed on the clock for the mandatory warm-up period prior to start of second half after the intermission time has elapsed.
   B. Signal time to start clock to time intermission.
   C. Discuss situations in dressing room or other private place.
   D. Determine which team has choice for second half.

II. ALL GAME OFFICIALS
   A. Assist referee with halftime intermission responsibilities.
   B. Leave field together.
   C. Assemble in dressing room or other private place.
   D. Discuss the overtime procedure, if applicable.
   E. Return to field at least five minutes before the second half is to begin.
   F. Start second half on time.